



## Job Description

---

<b>POSITION TITLE:</b>	<b>Coordinator IV, Application Services Information Technology Business Services</b>	<b>#6127</b>
<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule Range 14</b>	

---

**MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor's Degree from an accredited College or University with a concentration in computer-related technology and/or Business Administration; or equivalent experience in management information systems. Experience using Windows computer systems, Microsoft SQL databases, and transact-SQL.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Five years increasingly responsible experience in information systems in a large scale information technology environment with five years of programming and supporting core business services such as Financial, Payroll and Human Resources in a K-12 environment, including three years as a project leader, excellent analytical and writing skills. Experience and knowledge of Crystal Reports, Laserfiche, Visual Works, HTML5 and core business services such as Financial, Payroll and Human Resources. Ability to write and prepare elaborate proposals, contracts, and scopes of work. Experience with educational administrative systems. Experience in public education environment.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Follow manuals and read complicated instructions; understand and carry out oral and written instructions; use appropriate and correct English, spelling, grammar and punctuation; perform arithmetic calculations with speed and accuracy; operate a variety of standard office equipment including computing devices, printers, copiers; work independently; communicate effectively in written and oral form; establish and maintain effective working relationships with others in a large and diverse user environment. Must be flexible and receptive to change. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Requires travel within San Joaquin County and occasionally elsewhere within California. Must furnish own transportation as required to fulfill job duties.

**CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:**

Operate and have a sound technical understanding of a wide variety of computing systems, operations, hardware and software; proper office methods and practices; operational requirements of networked computer systems; applications including Microsoft Office and others; Chromebooks, Macintosh, Windows and Windows Server operating systems; mobile computing platforms including smart phones and tablets; modern computer techniques, methodologies, principles, and practices. Maintain and actively pursue knowledge of current industry trends and technological advancements within the computing field. Knowledge of principles and methods of systems analysis for data processing applications; capabilities and limitations of Windows Server operating systems and SQL Server; utilization of Macintosh and Windows personal computing systems, Transact-SQL programming; systems diagramming; efficient coding techniques; preparing thorough test data; program debugging and documentation concepts; web and object oriented programming techniques; network communications. Familiarity with a wide range of California K-12 specific requirements, including but not limited to PERS, STRS, Healthy Families Act (HFA), and SACS; familiarity with a wide range of federal requirements, including but not limited to W2s, 1099s, and Affordable Care Act (ACA).

**DISTINGUISHING CHARACTERISTICS:**

The Coordinator series represents advanced management positions and has four levels.

**SUMMARY OF POSITION:**

Under the general direction of the Director of Applications, independently performs system analysis, design, programming, documentation, task implementation and program maintenance of considerable difficulty in a large and diverse user environment within a broad framework of standards, policies, and procedures, utilizing current techniques and methodologies. Plans, coordinates, supervises, monitors and maintains the efficient operation and maintenance of a variety of K-12 administrative systems. Assumes the responsibilities of the Director of Applications in his or her absence. Does related work as required.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and time lines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Utilizes computing hardware and software, word-processing, spreadsheet, and database applications to perform basic duties including documentation, reporting, scheduling and user support.
14. Provides training and support to a diverse customer base in the proper application of computing hardware and software systems along with policies and procedures related to technology.
15. Maintains an advanced level of technical knowledge and skills involving computing and software architecture, implementation and troubleshooting, networking practices, equipment and trends.
16. Designs systems, detailing procedures to be followed by users, revises and creates departmental forms for data processing applications or manual procedures, prepares system and data flow diagrams, translates problem statements into programming definitions.
17. Creates clear and concise technical documentation on Enterprise level systems and procedures, coordinate testing and evaluation of vendor software and hardware. Documents all phases of the analysis, design, programming, implementation and maintenance of programming projects.
18. Gather information systems requirements through study of existing documentation, work flows, procedures, regulations, audit findings and other artifacts; supplement gathered requirements through observation, interview, attendance at workshops and conferences and other sources.
19. Create comprehensive test plans to ensure deployed systems will meet end user requirements and conduct regular testing of systems and proposed system changes against test plans and specific tests of new features or functionality.
20. Document and provide test results to the SJCOE administrative support team, including instructions for reproducing failed tests.
21. Makes recommendations to SJCOE managers regarding the fitness of systems or system modifications for release.
22. Assists the Director of Applications in the system release process, including the organization and distribution of release notes and system change notifications for end users.

23. Creates, recommends and updates standards and department policies and procedures.
24. Responds to a rapidly changing technical environment and the requirements of customers.
25. Complies with all standards, procedures, controls, and policies as established by San Joaquin County Office of Education, participating schools districts, and the Information Technology department.
26. Performs other related duties as required.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and outdoors in a standard office environment and come in direct contact with SJCOE and school district staff, students, parents, outside agency staff and the public. Employees may be required to work outside of normal workdays and office hours for emergency situations, troubleshooting, critical demand periods, and scheduled vacations or to meet installation deadlines.

10/11/2017