

SCHOOL INFORMATION SYSTEMS SPECIALIST

Tompkins County

Classification: Competitive

Labor Grade: 0

Approved: 0

MINIMUM QUALIFICATIONS: EITHER:

(a) Graduation from a regionally accredited or New York State registered four year college or university with a bachelor's degree in information technology, systems analysis, computer programming, computer technology or in education; **OR**

(b) Graduation from a regionally accredited or New York State registered two year college with an associate's degree in information technology, systems analysis, computer technology or in education **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience in information systems management, data processing, computer programming, or in an office management or senior level clerical position; **OR**

(c) Graduation from high school or possession of a high school equivalency diploma **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience in information systems management, data processing, computer programming, or in an office management or a senior level clerical position; **OR**

(d) Any combination of training and experience equal to or greater than that described in (a), (b) and (c) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for coordinating, designing, maintaining and operating various school information management systems, and other administrative functions. Duties include, but are not limited to, system wide coordination of student and staff information collection and management systems, data input, manipulation, and tabulation, production of reports, statistical record-keeping, information system planning, development and implementation, budgeting and fiscal management. Work is performed under the general supervision of an administrator, in accordance with policies and objectives outlined by the administrator with wide leeway allowed for the exercise of independent judgment in applying policy to specific cases. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Assists in the formulation of information systems and procedures for the administration of various department programs;
- Plans and supervises the collection, tabulation and analysis of statistical and student achievement data, pursuant to state and federal regulations;
- Coordinates and supervises the maintenance of student management data systems and records;
- Coordinates and supervises the maintenance of information systems related to professional employee employment, certification and professional development;
- Performs information systems-related administrative tasks, including requisition, purchase, receipt and inventory of departmental supplies and equipment and maintains inventory records;
- Secures budget estimates from departmental units and prepares preliminary draft of budget request;
- Supervises and expedites the preparation of records, reports and work orders;
- Receives and answers general questions and correspondence;
- Participates in professional conferences and training programs;
- Monitors expenditures to maintain budgetary control;
- Maintains contacts with other departments and public agencies to assist in solving mutual problems and to develop improved services and public relations;
- Performs related work necessary for the efficient execution of administrative functions of the school district at the direction of the supervising administrator.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of current school information systems and applications;
- Thorough knowledge of office software applications and Microsoft products;
- Good knowledge of school district organization, functions, laws, policies and regulations;
- Ability to handle routine administrative details independently, including the composition of letters and memoranda;
- Ability to plan and assign the work of others;
- Ability to understand and carry out complex oral and written instructions;
- Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;
- Ability to perform close, detail work;
- Good judgment in solving complex clerical and administrative problems;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.