

**SCHOOL DISTRICT OF JACKSON COUNTY**

**JOB DESCRIPTION**

**DATA PROCESSING MANAGER**

**QUALIFICATIONS:**

- (1) Bachelor's Degree in computer technology, systems analysis or related field of mathematical expertise.
- (2) Documented evidence of successful management/supervisory experience in an educational setting, public K-12 or post-secondary.
- (3) Three years experience in management information systems.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of systems, mainframe and micro-operations, instructional and administrative applications development processes are essential to this role. Organization and people skills are required. Must have the ability to relate to people, energize subordinates, provide clear and concise direction and have the ability to analyze and present data and findings in a logical and understandable format. Ability to facilitate strategic planning processes.

**REPORTS TO:**

Director of M.I.S. and Secondary Programs

**JOB GOAL**

To provide technical information and research support and subsequently applications development services relating to systems development processes. Provide leadership to personnel and functions supporting these processes.

**SUPERVISES:**

Assigned Support Personnel

**PERFORMANCE RESPONSIBILITIES**

- (1) Facilitate and maintain the development, implementation and maintenance of student, staff and finance databases which meet local, state and federal requirements.
- (2) Oversee computer operations including communications, security, printer functions, work status and other peripherals.
- (3) Develop computer programs including file structure, and database relations.
- (4) Assist with other data processing personnel in providing services to the District.
- (5) Provide for technical assistance for hardware and software purchases.
- (6) Maintain the warehouse, property records, and media systems for the District.
- (7) Evaluate information technology personnel for effective production analysis and delivery of management information.
- (8) Perform other incidental tasks consistent with the goals and objectives of this position.
- (9) Other duties assigned by the immediate administrator or supervisor.

**Board Approved April 20, 1998**  
**Amendment Board Approved April 15, 2003**

## **DATA PROCESSING MANAGER (Continued)**

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Approved Unit Compensation plan, pay grade 19-22

12 months

7.5 hours per day

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.