

Sacramento County Office of Education Job Description

Classification Title: Information Systems Manager

DEFINITION

Under general direction plans, organizes, assigns, and evaluates the work of staff involved in the implementation and maintenance of student information systems in accordance with policies, procedures and operating guidelines; ensures school data is reported accurately; generates and disseminates a variety of reports; performs related duties as required.

DIRECTLY RESPONSIBLE TO

Appropriate administrator

SUPERVISION OVER

Professional, technical, and clerical personnel as assigned; may lead, train, or participate in all work team assignments assigned to the department.

DUTIES AND RESPONSIBILITIES

(This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this classification.)

Application Software Development and Maintenance

Coordinates and oversees project assignments with appropriate staff and/or vendors; participates in the research and evaluation of student information technologies; assists staff in the analysis and design of application software and in accurately reporting student information data for SCOE school sites; assists in the operation, administration and support of the SCOE business information system including the implementation, maintenance, and evaluation of all business, financial, payroll, and human resources related software systems; tests application software, ensures the output is appropriate; supports, supervises, and assists in planning, analysis, design, testing, and implementation of customized programs; assists staff and end users in the use of software; develops project work plans, timelines, and deliverables for each phase of a project plan; develops systems to oversee and enforce system integrity, security, application and standards; develops and enforces system, application, and customer access and documentation; coordinates with staff regarding installation of the application, production implementation, and assists in solving of any problems related to the output.

Program Support and Reporting – Student Information Systems

Meets with department staff and serves as liaison to plan, and analyze, hardware and software that provides service and support for student information systems reporting; trains and plans with administrators and school site support to ensure data is collected and reported accurately through California Longitudinal Pupil Achievement Data System (CALPADS); create and maintain databases for assessment programs; makes policy-based decisions when developing programs and procedures to increase school data collection efficiencies; reports average daily attendance and enrollment for state funding; provides monthly attendance and excess cost reports for budgeting; plans and develops data tracking methods for accurate projection reports; responds to inquiries and requests from county office and outside agencies; coordinates data from school facilities inspection reports according to the Williams Act; updates state system with staff and student information; and provides reports with various parameters and specifications; collaborates with California Department of Education (CDE) to standardize data reporting; analyze and assess systems and processes and make recommendations to enhance program functions and activities.

MINIMUM QUALIFICATIONS

Education

Any combination of education and training equivalent to possession of a bachelor's degree in management information science, computer science, or other related areas which demonstrates the ability to perform the duties and responsibilities as described.

Training and Experience

Experience in application planning, analysis, design, code generation and implementation; experience working with student information database systems; experience working as a technical supervisor.

Knowledge of:

Federal and state student records requirements and applicable codes; CALPADS reporting requirements and objectives; attendance recordkeeping, funding and revenue limits; principles and methods of strategic planning and project management; information engineering and the principles of planning, analysis, design and code generation and implementation of relational database software applications including Microsoft SQL, PostgreSQL, and ColdFusion; knowledge of Linux operating system; principles and practices of supervision and training; record storage for both local and distributed environments.

Skill and Ability to:

Plan, analyze, design, generate code, test, implement software application solutions; read and modify in Structured Query Language (SQL); create and maintain Web pages using Hypertext Markup Language (HTML) and JavaScript; communicate effectively in both technical and nontechnical terms; read, interpret and apply technical manuals and related documents; prepare clear and concise written communications and make oral presentations; research Websites, technical manuals and guides to respond to questions and solve information system problems; prioritize requests, organize, schedule, and coordinate a variety of activities and projects; learn new software and adapt to changes in technology; establish and maintain cooperative working relationships with those contacted during the course of work.

Other Characteristics

Possession of valid California driver's license; ability and willingness to travel on work assignments.

Revisions approved by Personnel Commission 10/16/18

Revisions approved by Personnel Commission 10/12/10

Approved by Personnel Commission 6/17/98