

Sacramento County Office of Education Job Description

Classification Title: Coordinator, Information Services

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.)

Information Services

Coordinates the planning, organizing, and managing and of the Information Systems Department including the implementation, maintenance, and evaluation of all business, financial, payroll, human resources and student information related computer software and hardware systems; assists in the coordination to develop and maintain an efficient and effective county-wide interconnected business related computer systems; assists staff in the analysis and design of application software and in accurately reporting student information data for Sacramento County Office of Education (SCOE) school sites; provides technical direction in the development of new business, financial, payroll, human resources, and student information related systems and programs; tests application software and ensures the output is appropriate; supports, supervises, and assists in planning, analysis, design, testing, and implementation of customized programs; communicates on a regular basis with clients to identify needs and concerns; responsible for ensuring that computer applications are appropriate for the information needs of SCOE departments and school districts; provides support to all SCOE departments and school districts in their information and data processing needs; assists SCOE departments and school districts to develop and implement procedures and guidelines for collecting, analyzing, and monitoring data; coordinates and assigns staff in developing and implementing related software for use in budgeting, fiscal and financial services, human resources, payroll, and other related reports; coordinates training of SCOE staff and district personnel on state software and the county offices' integrated information systems programs; identifies data processing needs and works with the various SCOE departments as needed; develops systems to oversee and enforce system integrity, security, application, and standards; develops and enforces system, application, and customer access and documentation; attends workshops, conferences, and meetings as requested; provides staff with reports and interpretations of such conferences and meetings; prepares a variety of reports, correspondence, and memoranda; selects, trains, supervises, and evaluates assigned personnel.

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; 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, Training, and Experience

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; 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

Principles and methods of systems analysis, computer programming and scheduling; principles and practices of school business, financial, payroll, human resources or student information procedures; technical capabilities of hardware and software used for business purposes; capabilities, capacities, and limitations of computers and related peripheral equipment in a variety of settings; the California School Accounting manual; data processing systems; technical aspects of school business finance; 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, coordinate, and supervise the work of technical and clerical staff; initiate, conceptualize, formulate, analyze and manage new business, financial, human resources, or student information related programs and systems; develop and implement new or revised business, financial, payroll, human resources, or student information methods and procedures; 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; interpret, apply, and explain laws, rules, and regulations as they apply to school financial operations; 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; establish and maintain effective working relationships with County and district administrators and staff; plan, coordinate, and supervise activities of a highly technical staff; work independently with little direction; select, train, and supervise personnel.

Other Characteristics

Possession of valid California driver's license; willingness to travel locally using own transportation to conduct work assignments.