

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
REVISED/APPROVED FEBRUARY 2003  
SALARY SCHEDULE #94  
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT  
CODE: 2, 6, 8**

**COORDINATOR I - FINANCE/INFORMATION SYSTEMS**

**DEFINITION**

Under general supervision, manage and maintain the KCSOS business and student information enterprise applications, and the computers which host the applications software and databases.

Work independently to provide primary business and student information applications support to all users at KCSOS and its districts, including training, help desk functions, production and technical support.

**EXAMPLES OF DUTIES**

Manage and maintain all computers used to host the business and student applications software;

manage application databases and files to meet the operational requirements of the applications software and the information retrieval needs of KCSOS and district staff;

manage the applications software system and databases consistent with the support requirements established by the applications vendor;

provide training and supervision to business and student applications system staff;

evaluate assigned staff;

assist with training and support for the business and student applications systems for KCSOS and district staff that use the applications;

work cooperatively with third-party vendors and clients to facilitate the correction of business and student applications system problems and software enhancements;

work cooperatively with KCSOS technology engineering staff to ensure the efficient performance of all hardware, software, and communications devices that make up the business and student application system network;

work cooperatively with CSIS, CDE, and other government agencies in the development and deployment of electronic records transfer for local, state and federal reporting requirements.

**QUALIFICATIONS**

Knowledge of:

Knowledge of managing and operating an HP e3000, including the MPE/iX OS, and IMAGE/SQL DBMS or similar computer systems with emphasis on SQL DBMS;

managing and operating QSS products, QSS/OASIS, and STUDENT/3000 or other business and student system applications;

data processing methods as they relate to K-12 database needs and requirements, operating systems, business and student information systems, and networks;

accounting principles and data systems;

Linux operating systems.

Ability to:

Ability to prepare a variety of clear and concise reports and presentations;

maintain cooperative inter-departmental and client relations;

analyze, define, and resolve problems and situations quickly by collecting data, establishing facts and drawing valid conclusions;

attend and represent the office at statewide meetings and conferences;

work effectively with district personnel and other agencies in the development of finance, payroll, human resource, position control, student attendance, student information, and other related software;

provide technical support and training for a predefined financial interface;

install new releases of third-party software.

Experience:

Two (2) years of experience managing and operating a mainframe computer system, preferably the HP e3000;

Two (2) years of experience managing and operating integrated business and student information software;

Four (4) years of experience in information systems operations.

Education:

BA or BS degree in management information systems, finance, or related field.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

TS: nl

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