KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED JULY 2019
SALARY SCHEDULE #26
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 1, 2, 3, 6, 8

COORDINATOR III – INFORMATION SYSTEMS

DEFINITION
Under the direction of an assigned administrator, plan, organize, and direct the activities and operations of the KCSOS Data Processing Department; evaluate, develop, modify and implement financial, human resource, payroll systems and procedures; supervise and evaluate the performance of assigned personnel; facilitate communication with other KCSOS departments, school district personnel and other agencies.

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

EXAMPLES OF DUTIES
Develop, implement and monitor goals, priorities, procedures, schedules and standards related to administrative data processing systems (named above).

Guide the overall migration of the county office and local districts from legacy QSS applications to the new graphical application environment QCC.

Create a Project Plan including major milestones and detailed timetables with delivery dates for business process analysis, system installation, configuration, user training, project meetings, data conversions/interfaces and other project deliverables.

Represent the KCSOS Data Processing Department in meetings with other departments, school district personnel, vendors and other agencies; facilitate problem-solving discussions; respond to and resolve issues and conflicts; exchange information; actively promote customer service.

Work cooperatively with county and district office staff to identify, analyze and resolve application-based accounting problems and devise automated or manual workarounds as required to maintain the flow of administrative data processing applications and information.

Train and evaluate the performance of assigned staff.

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 in a timely manner and in keeping with the support requirements established by the applications vendor.

Develop proposals for the cooperative establishment of compatible systems among local school systems.

Act as liaison agent to data processing equipment manufacturers and committees.

Coordinate QSS/QCC training curriculum for workshops, in-services, and staff development sessions.

Coordinate QSS/QCC training sessions, workshops, in-services, and other staff development opportunities for "new user" and refresher training purposes.

Work cooperatively with third-party vendors and clients to facilitate the correction of business 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 application system network.

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

Provide general overall department coordination and output.

QUALIFICATIONS
Knowledge of:
Applicable business information systems, testing methodologies, training, business systems analysis and/or other applicable systems;

reliability of systems and internal controls;

planning, organization and coordinating of a data processing or information systems department.

Ability to:
Stay abreast of trends, innovations and practices in administrative data processing applications and operations;

communicate effectively in public, in conference, and in writing;

prepare a variety of clear and concise reports and presentations;

maintain cooperative inter-departmental and district 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;

install new releases of third-party software in a timely manner and in keeping with the support requirements established by the applications vendor;

work effectively with district personnel and other agencies in the development of finance, payroll, human resource, position control, and other related administrative data processing software and functions;

Experience:
Must have at least four (4) years of progressively responsible experience with supporting and operating information systems by utilizing modern data processing methodologies;

two (2) years of experience managing and operating a mainframe and/or commodity-server based hardware environment and managing and operating integrated business software;

two (2) years of experience managing and using enterprise-grade DBMS products (preferably SQL Server, and/or PostgreSQL).

Education:
Any combination equivalent to: bachelor's degree in computer science, management information systems, business administration, or related field and four (4) years of increasingly responsible experience involving the support and operation of information systems.

Additional comparable experience can be substituted for formal education.

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.

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