

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED FEBRUARY 2026
SALARY SCHEDULE #26
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 1, 2, 3, 6, 8**

CONTENT COORDINATOR – STRATEGIC SYSTEMS ALIGNMENT

DEFINITION

Under general supervision, the Content Coordinator – Strategic Systems Alignment will coordinate, maintain, and improve the consistency and reliability of data used across enterprise administrative and operational systems with a focus on aligning data content, definitions, and business rules across multiple systems to support accurate reporting, operational accountability, and informed decision-making.

EXAMPLES OF DUTIES

Coordinate enterprise efforts to align data content and definitions across administrative and operational systems;

serve as a central point of coordination between program staff, system owners, and technical teams to ensure enterprise data is defined, maintained, and used in a consistent and sustainable manner;

review and analyze data structures, workflows, and business processes to identify inconsistencies, duplication, or misalignment across systems;

provide technical expertise for system selection, implementation planning, and governance frameworks;

participate in development of technology roadmaps and long-term systems alignment strategies;

support departments in identifying authoritative data sources and documenting roles, responsibilities, and stewardship for key data domains;

develop and maintain enterprise data documentation, including data definitions, system relationships, and reference materials used to support consistent data entry and reporting;

collaborate with human resources, finance, budget, information technology, and program areas to resolve data discrepancies and improve the accuracy and timeliness of shared data;

assist in the development and application of data standards, validation practices, and procedural guidance that support reliable system use;

participate in system implementations, enhancements, and integrations to ensure data alignment requirements are considered during planning and execution;

evaluate the potential impacts of system or process changes on downstream reporting and operations and support coordinated resolution efforts;

conduct periodic data reviews and reconciliations to verify alignment and identify improvement opportunities;

support organizational data governance activities by tracking data issues, documenting decisions, and maintaining alignment artifacts;

prepare written guidance, summaries, and reference materials to support shared understanding of enterprise data;

establish and maintain effective working relationships with stakeholders and act as a resource on data alignment and content management practices;

perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices related to data governance, data quality, and enterprise data coordination;

enterprise administrative and operational systems used to manage organizational, personnel, financial, and program information;

business process analysis and documentation methods;

system implementation and change management concepts as they relate to data alignment.

Ability to:

Analyze data and processes to identify inconsistencies and recommend practical alignment solutions;

coordinate work across multiple departments and system owners;

document data definitions, processes, and standards in a clear and usable manner;

communicate effectively, both orally and in writing, with technical and non-technical audiences;

organize work, manage multiple priorities, and meet established timelines;

work independently while contributing effectively within collaborative teams;

build and maintain productive working relationships.

Experience:

Must have at least four (4) years of progressively responsible experience in data management, system coordination, business analysis, or a closely related field.

Two (2) years of experience managing or contributing to multi-system integration projects.

Demonstrated success with cross-functional technical initiatives.

Experience working with enterprise or public-sector information systems preferred.

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 integrated information systems.

Certified Data Management Professional (CDMP) preferred.

Additional qualifying experience may be substituted for education on a year-for-year basis.

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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