



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: Specialist - IT, Systems
FLSA Status: Non-Exempt
Salary Grade, if non-union: SG16
Pay Grade, if union:
Non-Union or Specific Collective Bargaining Agreement: Non-Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to perform responsible, technical and administrative work in the operation and management of administrative microcomputer applications.

Essential Functions of this Job

Plans and manages administrative microcomputer programs and services. Coordinates all functions and standard procedures necessary to maintaining microcomputer software applications. Oversees routines necessary for networking microcomputers to mainframe computers including periodic uploads and downloads of data files. Oversees all local network stations connected with administrative microcomputers as related to use of networked software applications. Makes on-site visits as necessary.

Confers with users and others in the development and maintenance of microcomputer software programs. Plans and designs new programs based on needs and requirements. Implements changes and updates to programs based on identified problems and new requirements. Tests all programs and assists in developing documentation for trainers and users.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Considerable knowledge of the operating characteristics, capabilities and limitations of both micro and mainframe computers. Demonstrated ability to diagnose and correct system-related problems in a complex, internet worked PC-based, on-line transaction environments. Working knowledge of database theory,

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including data normalization practices. Working knowledge of Novell Netware versions 2.2, 3.11 and better. Significant knowledge and experience with MS-DOS versions 3.3 through 6.2, MS-Windows versions 3.0 and above. Working knowledge of Macintosh helpful.

Demonstrated ability to program in Microsoft Compiled Basic for MS-DOS machines and at least one of the following programming languages for DOS and Windows environments:

Foxpro 2.0 or better
dBase IV or better
C or C++
ANSI standard SQL
Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Two years college or trade school training with a major of Computer Science or Computer Programming or equivalent experience. Three years significant work-related experience in the field of Microcomputer Systems or equivalent combination of training and experience.

Work Context:

Requires sitting, standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams.

Physical Environment:

Requires light work indoors, exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Local Code: 10076
EEO5: 44
Approval Date: 2004-06-08
Date Last Revised:

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.