

# SCHOOL DISTRICT OF ESCAMBIA COUNTY

## JOB DESCRIPTION

### COORDINATOR – MANAGEMENT INFORMATION SYSTEMS

#### QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution or equivalent experience in Computer Science or Management Information Systems.
- (2) Minimum of three (3) years successful experience in dealing with managing data processing systems, management information systems, and automated office systems.
- (3) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Professional-level knowledge in development and management of Information Systems Master Plans, packaged systems implementation management, telecommunications networks, web-enabled interfaces, PC to mainframe connectivity issues, and distributive processing. Experience in communicating effectively with manufacturers of a variety of processing environments. Ability to organize and implement major and minor changes in structure, method, procedures and work flow among information systems units. Experience in managing and coordinating budget requests. Knowledge of training programs for users. Knowledge and understanding of District policies and procedures as they apply to personnel and departments. Ability to organize and prioritize activities. Ability to communicate effectively, both orally and in writing.

#### REPORTS TO:

Director I - Information Technology

#### JOB GOAL

To provide leadership in planning, organizing, implementing and monitoring all aspects of Management Information Systems to achieve District goals.

#### SUPERVISES:

Manager I – End User Support/Planning  
Manager I – Systems Communications and Operations  
Analyst Systems  
Manager III – Telecommunications

#### PERFORMANCE RESPONSIBILITIES:

## **Service Delivery**

- \* (1) Direct, monitor, and evaluate the Management Information Systems (MIS) department to ensure that all requirements are met for district critical applications (Student, Payroll, Human Resources, Finance, Warehouse/inventory, etc.), data storage, access, and reporting are effectively and efficiently met.
- \* (2) Meet with, or assign Management Information Systems staff to meet with, Assistant Superintendents, department heads, principals, and user groups to determine technological needs and priorities.
- \* (3) Using formal and informal channels, continuously appraise Director I - Information Technology of Management Information Systems requirements and plans.
- \* (4) Coordinate evaluation of options for the procurement of hardware and Software to run District Critical Applications (Student, Payroll, Human Resources, Finance, Warehouse/inventory etc.).
- \* (5) Provide input for the development, implementation, monitoring and evaluation of the District Technology Plan and Technology Strategic Goals.
- \* (6) Evaluate and implement various technology procurement options to ensure that technology expenditures are fiscally, technically, and logistically sound to run District Critical Applications.
- \* (7) Collaborate with district directors to Investigate, design, and implement grant applications, which address the District Technology and Strategic Plans.
- \* (8) Identify technology needs to forward to Director I - Information Technology and the superintendent's staff for inclusion in the District's legislative agenda.
- \* (9) Collaborate with key members of Management Information Systems (MIS) to analyze and act on data collected through the use of tools and strategies designed to measure customer satisfaction and quality of services delivered by MIS section to improve the effectiveness and efficiency of the Information Technology Department.
- \* (10) Collaborate with technology staff in the deployment of effective Web-based strategies that address the communications, public access, service delivery, and instructional functions of the District.
- \* (11) Provide consulting and data processing information management services to all departments.
- \* (12) Provide input for the development and direct execution of an enterprise-wide disaster recovery and business continuity plan for the (MIS) work groups.
- \* (13) Investigate grant opportunities and initiate grant applications that address the District Technology and Strategic Plans.
- \* (14) Develop and monitor Life cycle life cycle management procedures to insure (MIS) equipment is maintained and supported for all technology running District Critical Applications.
- \* (15) Meet with the Superintendent's District Technology Advisory Committee and the District to determine Information Technology priorities.
- \* (16) Implement Management Information Systems procedures for prioritizing, modifying work request, and priorities to effect an orderly schedule for project completion.

- \* (17) Assist Director I - Information Technology in development, implementation and monitoring of the department budget, as well as contributing in the review, creation or modification of Technology Policy.
- \* (18) Assist in the development of staff development activities for the users of Management Information Systems.
- \* (19) Facilitate the development, implementation and evaluation of staff development activities provided for Management Information Systems staff.
- \* (20) Assist in the development, implementation, monitoring, and updating of standard operating procedures for Management Information Systems.

**Inter / Intra-Agency Communication and Delivery**

- \* (21) Assist in the interpretation of programs, philosophy and policies of the District to staff, students and the community.
- \* (22) Interact with parents, outside agencies, businesses and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- \* (23) Serve as liaison with the Florida Department of Education for assigned areas of responsibility.
- \* (24) Respond to concerns and inquiries in a timely manner.
- \* (25) Keep the Superintendent informed, through proper channels, of potential problems or unusual events.
- \* (26) Work closely with District staff, school staffs, and the Department of Grants Management and Comprehensive Planning to support the strategies and achieve the goals identified in the strategic planning process.
- \* (27) Disseminate information and current research to appropriate personnel.

**Professional Growth and Improvement**

- \* (28) Refer to professional journals and other current research to determine appropriate uses of technology applications, networking, and staff development in education.
- \* (29) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \* (30) Facilitate the development, implementation and evaluation of staff development activities provided in assigned areas.
- \* (31) Promote and support professional growth for self and others.
- \* (32) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- \* (33) Maintain a network of peer contacts through professional organizations.
- \* (34) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- \* (35) Develop or assist in developing in department budget and monitor its implementation.

**Systemic Functions**

- \* (36) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \* (37) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- \* (38) Serve on District, state or community councils or committees as assigned or appropriate.

- \*(39) Represent, consistently, the District in a positive and professional manner.
- \*(40) Perform other incidental tasks consistent with the goals and objectives of this position.

**Leadership and Strategic Orientation**

- \*(41) Provide leadership and direction for the assigned areas of responsibility.
- \*(42) Provide leadership and guidance in the development of annual goals and objectives for assigned department or programs.
- \*(43) Utilize appropriate strategies and problem-solving tools in making decisions concerning planning, utilization of funds and delivering services and evaluation of services provided.
- \*(44) Assist in implementing the District's goals and strategic commitments.
  
- \*(45) Exercise proactive leadership in developing the vision and mission of the District.
- \*(46) Provide oversight and direction for cooperative planning with other agencies.
- \*(47) Set high standards and expectations for self and others.
- \*(48) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \*(49) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- \*(50) Facilitate problem solving by individuals or groups.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Administrative Salary Schedule – Pay Grade 7**

**Board Approved: August 19, 2003**

**Date of Revision: April 21, 2009**