

Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Assistant Director of Data Processing**

Education: Bachelor's degree in Computer Science/Data Processing, MIS or related field or an equivalent combination of education and experience, substituting one (1) year of experience in data processing/programming for twelve (12) hours of the required education.

Training or Experience Required: 7-10 years' experience in the design/development of financial and/or student data base applications. Thorough knowledge of COBOL language. 3-5 years' experience supervising and evaluating staff.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive instructions and respond to inquiries. Includes filling out forms.

Data Recording/Record Keeping: Performs data record/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, regulations.

Office Filing and Retrieving: Responsible for establishing and/or maintaining existing software documentation.

Must be familiar with various word processing and database/spreadsheet software programs. Must have a working knowledge of the Oklahoma Cost Accounting System (OCAS) and have experience working with a mainframe system.

Site: **Data Processing Center**

Reports To: **Superintendent or Designee**

Assistant Director of Data Processing

(2 of 3)

Job Goal (Purpose of Position) Performs supervisory and administrative duties under limited supervision of the Director of Data Processing in the design and development of financial and student data base application systems. Incumbent will establish and maintain data relationships and provide data integrity within all district databases. Incumbent will also provide the direction necessary for the production and distribution of all financial and student data reports.

Contact with Others: An incumbent in this position has regular contact with members of own staff, district and public. Interpersonal interaction or communication is critical.

Performance Expectations: Successful performance of the job requires good customer service/people skills to elicit information, resolve problems and provide information as requested. It requires following school dress standards, proper attendance or leave policies, and other Board Policies. Creativity, initiative, and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members and the public within the educational system.

Contact with Others: An incumbent in this position has regular contact with members of own staff, district and public. Interpersonal interaction or communication is critical.

Performance Expectations: Successful performance of the job requires good customer service/people skills to elicit information, resolve problems and provide information as requested. It requires following school dress standards, proper attendance or leave policies, and other Board Policies. Creativity, initiative, and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members and the public within the educational system.

Essential Job Function (Performance Responsibilities):

1. Assists the Director with the responsibility in the data processing of finance which includes the general ledger, budgeting, purchasing, accounts payable, student activity, child nutrition, payroll, personnel, and inventory.
2. Assists the Director with responsibilities in the data processing of the student accounting system, which include attendance, scheduling, grade reporting, enrollment, quarterly reports, and required reports for the State Department of Education.
3. Supervises and trains data center staff
4. Designs and develops database applications, conducts initial investigation for system planning, and develops detail system design.

Assistant Director of Data Processing (3 of 3)

5. Confers with users to identify needs, completes conceptual designs in accordance with user requirements, and evaluates system acceptability and adequacy for users.
6. Evaluates existing financial systems, recommending and implementing alterations and expansion as necessary.
7. Assists Director in the installation and maintenance of vendor-supplies software systems.
8. Designs, writes, modifies and tests complex COBOL programs
9. Establishes and maintains data file relationships in the form of charts or diagrams for all district databases. Verifies databases for data integrity.
10. Supervises the production of standardized software documentation for all data processing applications.
11. Conducts training seminars/workshops as necessary for financial software users.

Supervision Exercised: An incumbent supervises data processing staff with the majority of the time spent in supervisory or administrative functions such as planning, directing work, solving problems, advising subordinates, making decisions, and interpreting policy. Has responsibility to assist director to recommend discipline and evaluation of employees.

Physical/Mental Requirements and Working Conditions: Other than those requirements listed above, the employee must have the ability to communicate in person, on the phone, and before audiences, and must be able to occasionally lift boxes of computer paper to load printers.

Terms Of Employment: Twelve Month Year. Salary to be established by the Board.

Evaluation: Performance of this job will be evaluate in accordance with the provisions of Board policy.

Approved 03-14-94