

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description

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|---|-----------------|---------------------------------------|
| TITLE: Supervisor Management Information Systems | REPORTS TO: | Director/Technology |
| DEPT: Technology | CLASSIFICATION: | Classified Management |
| FSLA: Exempt | WORK YEAR: | 225 Days |
| BOARD APPROVAL: April 9, 2002 | SALARY: | Range J Management Salary Schedule |

SUMMARY DEFINITION: Manage complex management information systems with considerable independence, including adding new functions to such systems, adding new users to such systems, and enabling new data access options to such systems. Supervise assigned staff. Plan, organize, direct, and supervise system planning, development and applications programming activities, and contract services.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements. **E = Essential Functions**

Develop and make recommendations to the Director of Technology regarding long range and short range plans for the implementation of software/hardware upgrades and replacements and for additions or changes to information systems technology. **E**

Supervise the daily operations of the district finance, accounting, personnel, payroll, purchasing, and other data management system, directing the work of appropriate staff members. **E**

Supervise the daily operations of the district student information system, directing the work of appropriate staff members. **E**

Plan, organize, coordinate, and supervise MIS employees and contractors as directed. **E**

Plan and coordinate training and workshops for district staff as needed. **E**

Coordinate MIS needs and activities with other district departments under the direction of the Director of Technology. **E**

Supervise the preparation of reports from networked databases; maintain integrity of networked databases. **E**

Lead, support and participate in the activities of project teams in feasibility studies, systems planning, testing, and other activities for the development and maintenance of administrative systems applications. **E**

Assess and evaluate MIS and other software and hardware needs, recommend purchases; resolve user difficulties; contact software and hardware vendors as necessary to troubleshoot problems. **E**

Provide training to staff and users; respond to technical questions; prepare and present in-service sessions regarding assigned programs; travel to user sites as necessary. **E**

Assess the effectiveness of MIS through formal meetings and informal communication with users. **E**

Manage the standard District networked databases and assure availability of management information for District administrative staff. Research and implement data extracts and imports to and from district networked databases. **E**

Evaluate user needs; analyze administrative activities and perform feasibility studies to determine appropriate resolution of users' operating problems; develop procedures that are compatible with purchased software. **E**

Perform related duties as assigned.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from an accredited college or university; three years of experience in an MIS environment in a large organization, including at least one year of project management experience. One year of supervisory experience is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License, ability to transport self to any district site.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- General and detailed knowledge of Management Information Systems.
- Principles and techniques of systems analysis, procedures analysis and development, and applications development.
- Knowledge of data mining and use of MS SQL server, Oracle, or other significant relational databases.
- Desktop application software and networked databases in a school district or corporate environment.
- Principles and techniques of mainframe, microcomputer, and client server software and systems.
- Capabilities, operation and utilization of computer systems and related equipment.
- Requirements and restrictions of database concepts, understanding of data export and import options and practices.
- Legal requirements, codes and guidelines related to assigned projects.
- Principles and practices of training and providing work direction.
- Project and program planning techniques, scheduling and control.

ABILITY TO:

- Meet District standards of professional attitude as outlined in the Management Code of Ethics.
- Communicate effectively in English, both orally and in writing.
- Work independently under the direction of the Director of Technology.
- Plan, direct, train, supervise, and evaluate the work of assigned staff.
- Coordinate meetings requiring the cooperation and participation of diverse staff members.
- Analyze complex information needs and recommend appropriate computer system applications.
- Analyze and evaluate information processing problems, plans, procedures, and requirements; report research findings.
- Analyze and evaluate potential effectiveness of prospective software applications; report research findings.
- Troubleshoot and solve problems quickly and accurately.
- Perform software and systems analysis for cost efficient, auditable and secure systems.
- Develop test techniques to test complex computer software programs.
- Conduct surveys and studies to assist in determining district, user and system needs.
- Establish and maintain effective working relationships with others.

WORKING CONDITIONS

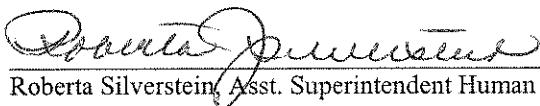
ENVIRONMENT

Mostly indoor environment. Some travel from worksite to worksite.

PHYSICAL ABILITIES:

Standing or sitting for extended period of time; hearing and seeing to observe and respond to computer functions, hearing and speaking to exchange information; lifting moderately heavy objects; reaching overhead and above the shoulders to retrieve materials and supplies; kneeling or crouching to install computer software or peripheral equipment; bending at the waist; dexterity of hands and fingers to operate a computer keyboard.

APPROVALS:



 Roberta Silverstein, Asst. Superintendent Human Resources

3/29/02

 Date



 Robert Kessler, Superintendent

4/11/02

 Date