

Position Description Computer Operator/Programmer

POSITION TITLE: Computer Operator/Programmer

QUALIFICATIONS:

1. An Associate's Degree and/or Certification in Data Processing is preferred.
2. Communication and inter-personal skills which would be required for user support and training.
3. Understanding and knowledge of modern data processing procedures including centralized and de-centralized operations
4. Understanding and knowledge of IBM Systems/36 data processing operations which would include SSP commands, system console operations, data entry operations, and peripheral operations.
5. Understanding and knowledge of programming the IBM System/36 data processing system which would include RPGII, Source Entry Utility, Screen Design Aid, and Programmer Productivity Aids. At least two years of experience in this area is preferred.
6. Ability to manage and perform data processing functions.

Personal:

1. Should have a genuine interest and dedication to education.
2. Leadership ability that encourages good human relations and provides for effective staff progress through cooperative planning.
3. Broad knowledge of data processing procedures.
4. Should have self-starting ability and initiative.
5. Should be dedicated to continuing education and attend professional organizations.
6. Organizational ability to
 - a) Initiate and coordinate diversified activities
 - b) Write clear and concise documents and instructions
 - c) Be able to meet deadlines and solve problems
 - d) Communicate effectively with the total school community
7. Personality and appearance shall include
 - a) A genuine sensitivity to people
 - b) The ability to work well with others
 - c) A stable personality not easily upset by the ripples of events
 - d) A sense of humor
 - e) Being neat and well groomed

PRIMARY FUNCTION: The Computer Operator/Programmer will have the overall responsibility for the district's data processing operation which includes IBM System/36 minicomputer and various peripherals located throughout the district. It shall be the responsibility of the Computer Operator/Programmer to maintain procedures and practices necessary for centralized and de-centralized data processing operations and such other responsibilities as may be assigned by the Director of Business and Administrative Services

MAJOR RESPONSIBILITIES: The authority and responsibility of the Computer Operator/Programmer transcends all activities of the school district involving data processing affairs as designated by the Director of Business and Administrative Services and shall be directly responsible to the Director of Business and Administrative Services.

KEY DUTIES

Managerial

1. Maintain overall control and responsibility of the data processing operation.
2. Coordinate and schedule all work requests and jobs as requested by users.
3. Maintain an accurate inventory of all supplies.
4. Prepare status reports for administrative review.
5. Assist in long-range planning.
6. Maintain data processing policies such as back-ups and disaster plans.

7. Assist managers in the preparation of budgets for new equipment.
8. Prepare bids and quotes, and order new equipment and supplies.
9. Act as liaison to equipment/supplies vendors.

Production Services

1. General
 - a) Daily start-up and nightly shutdown of system
 - b) Any data entry jobs as required
 - c) Any running of reports as required
 - d) Output processing as required such as decollating and disbursing reports
 - e) Daily backups and periodic program and offsite back-ups
 - f) Change paper and forms in system printer for any jobs
 - g) Replace ribbons on all printers
 - h) Issue supplies to users
2. Budgetary Accounting System
 - a) Maintain overall control of system
 - b) Enter new account codes as required
 - c) Run any miscellaneous reports as requested
 - d) Enter bills, purchase orders, journal entries, budgetary transfers, and manual checks
 - e) Process A/P checks and print related reports
 - f) Process end of month and print related reports
 - g) Have total responsibility for new budget preparation
 - h) Process end of year closing
 - i) Enter prior year transactions and postings
3. Payroll Accounting System
 - a) Maintain overall control of system
 - b) Run any miscellaneous reports as requested
 - c) Provide the weekly backup
 - d) Assist in the weekly ACH transmission
 - e) Assist with calendar and fiscal year end closing
 - f) Complete responsibility for salary negotiations
4. Fixed Assets System
 - a) Maintain overall control of system
 - b) Run any miscellaneous reports as requested
5. Inventory Control System
 - a) Maintain overall control of system
 - b) Provide monthly backup for cafeteria EOM process
 - c) Perform EOY closing
6. Census Information System
 - a) Maintain overall control of system
 - b) Run any miscellaneous reports as requested
7. Tax Accounting System
 - a) Maintain overall control of system
 - b) Retrieve County assessment data in March
 - c) Obtain sitting dates from tax collectors
 - d) Print Per Capita and Real Estate Tax Notices
 - e) Process Real Estate interim billings
 - f) Print additional Personal Tax Notices as needed
 - g) Perform nightly shutdown
8. Student Information System
 - a) Maintain overall control of system
 - b) Perform nightly shutdown
 - c) Student Records
 - (1) Check daily attendance error log
 - (2) Do adds, changes, withdrawals for elementary
 - (3) Verify adds, changes, withdrawals for secondary

- (4) Print any miscellaneous reports as requested
- (5) Assign student numbers when requested
- d) Student Attendance
 - (1) Print quarterly attendance gathering sheets
 - (2) Perform EOQ attendance closing
 - (3) Enter elementary quarterly attendance data
 - (4) Print all state attendance reports
 - (5) Enter changes from attendance officer
- e) Student Scheduling
 - (1) Prepare scheduling files for a new year
 - (2) Prepare new courts data for scan sheets
 - (3) Print course request SCANTRON sheets
 - (4) Run SCANTRON sheets and provide tally reports
 - (5) Enter all course request/schedule changes
 - (6) Assist in the building of the master schedule
 - (7) Run main scheduling programs
 - (8) Assist with the junior high schedules
 - (9) Print student, teacher, and room schedules
 - (10) Print class rosters
- f) Grade Reporting
 - (1) Prepare files for grade reporting
 - (2) Do P.E. transfers every quarter
 - (3) Print SCANTRON sheets every quarter
 - (4) Run SCANTRON sheets and check for any grade reporting errors
 - (5) Print report cards and all related reports
 - (6) Print honor roll and eligibility letters
 - (7) Run class rank when necessary and print permanent record labels
- g) Student Activities
 - (1) Initiate new seasons
 - (2) Print weekly eligibility SCANTRON sheets
 - (3) Run SCANTRON sheets on a weekly basis
 - (4) Print all eligibility reports
 - (5) End seasons
- h) Student Obligations
 - (1) Reset previous obligations quarterly
 - (2) Print obligations lists every quarter
- i) Miscellaneous
 - (1) Close the year
 - (2) Enter new homerooms, lockers, etc.
- 9. Library Management System
 - a) Maintain overall control of system
 - b) Print student/teacher lists and labels
 - c) Perform nightly shutdown
- 10. Office Productivity System
 - a) Maintain overall control of system
 - b) Maintain and print community mailing lists
- 11. Display Write/36
 - a) Maintain overall control of system
 - b) Provide for any word processing projects

User Support Services

1. Provide for planning for new information systems and ideas.
2. Act as consultant to the administration on capabilities of data processing system.
3. Provide for training and education for all users of the data processing system on any and all applications.
4. Provide assistance and support for Penn Link.
5. Assist users in creation of user manuals.

6. Be on standby to receive telephone calls from users.

Systems Development Services

1. Provide for systems analysis and design of new information systems.
2. Perform coding, debugging, and testing on source programs using the Programmer Productivity Aids.
3. Install new system applications and enhancements.

Technical Services

1. Coordinate and prepare sites to receive computer equipment.
2. Maintain a current cabling schematic.
3. Change system configuration to receive new equipment and prepare all cables.
4. Install and test all new equipment.
5. Install all personal computers and expansion boards.
6. Install all personal computer programs and updates.
7. Be responsible for equipment maintenance and troubleshooting.
8. Act as liaison to IBM repair service.
9. Install release updates as announced by IBM.
10. Monitor system performance including file and library allocations.

PRIMARY RELATIONSHIPS

- A. Director of Business and Administrative Services
 1. Shall be accountable to the Director of Business and Administrative Services for assigned areas of responsibility and for fulfillment of the functions.
 2. Shall work with and provide support to the Director of Food Services.
 3. Shall work with and provide support to all central administration staff.
- B. Secondary Principal
 1. Shall work with and provide support to the Secondary Principal and his office staff.
 2. Shall work with and provide support to the secondary guidance staff.
 3. Shall work with and provide support to the secondary library staff.
 4. Shall work with and provide support to the Assistant Athletic Director.
- C. Elementary Principals
Shall work with and provide support to the Elementary principals and their office staffs.
- D. Internal District Organizations
Shall work with and provide support to various district organizations.
- E. Community Organizations
 1. Shall work with and provide support to various community organizations.
 2. Shall at all times present a positive image of the school district to community organizations and to the public.