

Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Director of Data Processing**

Education: Bachelor's degree in Computer Science/Data Processing, MIS or related field.

Training or Experience Required: 4 years of school data processing experience at or above the level of Programmer Analysts.

Special Skills, Knowledge, Abilities:

Knowledge of Cobol programming, data base proficiency and hardware experience with Hewlett-Packard equipment and operating system.

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 recording/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.

Site: **Data Processing Center**

Reports To: **Superintendent or Designee**

Job Goal (Purpose of Position): Performs supervisory/administrative level duties under limited supervision of Superintendent or Designee to plan, coordinate, and supervise the data processing operation of the District to provide the direction necessary for timely and accurate data processing services for the district. Prepares and distributes administrative data and reports as well as all payroll/human resource information, budgetary data, etc. Provides technical information and management reports.

Director of Data Processing (2 of 3)

An incumbent in this position will utilize discretion, ingenuity and independent judgment due to the complexity of the job. Since there may be several ways to solve a problem, an incumbent is free to choose the solution.

Contact with Others: An incumbent in this position has regular contact with persons outside the district which requires tact and diplomacy and independent judgment and problem solving skills; interpreting policies and procedures based on experience.

Performance Expectations: The incumbent/employee will need to (A) Be customer focused to resolve problems effectively. (B) Manage human resources and diversity while promoting: productivity and efficiency; health and safety; employee training and development, empowerment, and appraisal; constructive corrective counseling and discipline; resolution of complaints or grievances. (C) Manage resources with fiscal responsibility while maintaining proper accountability of records. (D) Manage information and communications with staff and public effectively. (E) Conduct short and long range planning to set and/or attain district goals and objectives. (F) Demonstrate leadership by being a good role model to reinforce productive and customer-focused behavior; use creativity, innovation, and initiative to identify solutions to problems. (G) Be a team player with co-workers, subordinates, other managers, and community leaders to accomplish district objectives or goals. (H) and contribute to quality of district programs including extracurricular programs; Be involved in personal growth and development.

Essential Job Functions (PERFORMANCE RESPONSIBILITIES):

1. Assumes prime responsibility in the data processing of the payroll for all employees.
2. Plans, organizes, and supervises the overall activities of electronic data processing, including systems analysis, programming, and computer operation activities as related to the district's business operations, instructional programs, research activities, and pupil record keeping.
3. Provides consultant services to those departments which indicate a need, interest, or desire to develop data processing applications.
4. Projects data processing resource requirements, including personnel, equipment and housing, with associated costs, and coordinates with the planning and budgeting cycles of the district.
5. Develops, trains, supervises, and evaluates data processing staff.
6. Evaluates regularly the district's use of data processing, and recommends alterations and expansion as necessary

Director of Data Processing

(3 of 3)

7. Analyzes, investigates, and advises the administration regarding purchase or leasing of suitable equipment for data processing.
8. Develops plans and budgets for the data processing activity.
9. Performs other duties as assigned by the Superintendent or Designee

Supervision exercised: An incumbent supervises a small staff of employees. Has responsibility to recommend hiring/dismissing; develop training, and to evaluate 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.

TERMS OF EMPLOYMENT: Twelve month year. Salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Approved 08-09-93