SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA
Position/Job Description

ADMINISTRATOR, Dining Services Systems Analyst

QUALIFICATIONS

- Bachelor's Degree in Computer Science, Engineering or a related field and five years work experience in programming/systems analysis or ten years work experience in programming/systems analysis with at least two years of supervisory experience.

KNOWLEDGE, SKILLS, ABILITIES

- Proficiency in software documentation, testing, and maintenance, and use of technical equipment as related to departmental functions within an Information Technology setting.
- Proficiency in Windows Server operating system management.
- Proficiency in Microsoft Hyper-V and/or VMWare server virtualization management.
- Proficiency in Microsoft Active Directory management of multi-domain environment.
- Proficiency in Microsoft SQL Server database management.
- Working knowledge of programming/scripting languages such as PowerShell, Visual Basic, and Perl.
- Ability to provide application support in an enterprise-level environment.
- Ability to perform server, application, and client troubleshooting.
- Must provide high level of customer service.
- Must be able to work in a flexible, problem-solving culture that supports today's technologies and anticipates and prepares for supporting emerging technologies.

SUPERVISION

REPORTS TO   Director of Dining Services
SUPERVISES   Assigned Personnel

POSITION GOAL

To design systems and maximize efficiencies in technology to meet client needs of Dining Services and the clients served by the department.

PERFORMANCE RESPONSIBILITIES

1. *Evaluate operational systems used within the Dining Services Department and recommend continuous improvements strategies.
2. *Work closely with internal and external clients to gather information, clarify technology performance objectives through gap analysis, and lead teams in a collaborative problem solving setting to reduce or close identified gaps in technology.
3. *Establish and maintain a climate of collaboration and problem solving both within the Dining Services Department and across other instructional and operational units within the organization.
4. *Prepare and present requirements for technology systems improvements used within the Dining Services Department.
5. *Define security and control procedures for Dining Services systems.
6. *Update professional knowledge by seeking and participating in professional development opportunities, reading professional publications, and building and maintaining personal networks to include a vendor network.
7. *Organize and monitor technology projects and manage resources assigned to projects.
8. *Represent the Dining Services Department when assigned to committees/projects requiring technical expertise.
9. *Develop and test system/data conversion plans and execute conversion plans for successful implementation in the Dining Services Department.

10. Perform other duties as assigned by the Director of Dining Services or designated supervisor.
Denotes essential job function/ADA

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Repetitive Motions Substantial and continuous movements of the writs, hands, and/or fingers.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE	POSITION CODES		FLSA		BOARD APPROVED
AO-10-F **$61,532 - $94,387**	PeopleSoft Position	TBD	☐ Applicable		**March 14, 2017**
District Salary Schedule	Personnel Category	14	☒ Not applicable	Previous Board Approval	
Months 12	EEO-5 Line	44			
Annual Days 258	Function	Vary			
Weekly Hours 37.5	Job Code	1499	ADA Information Provided by	Tim Harper	
Annual Hours 1935	Survey Code	82020	Position Description Prepared by	Tim Harper	