

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

SPECIALIST, Applications Software

QUALIFICATIONS

- Associate's Degree or High School Diploma or equivalence or Florida Special Diploma **and** two years of computer experience.
- Two (2) years of experience with application software.
- Proficiency in use of computer applications and technical equipment as related to department functions.

REPORTS TO Assigned Supervisor

SUPERVISES No supervisory duties

POSITION GOAL

To provide technical computer support and training to school district personnel.

PERFORMANCE RESPONSIBILITIES

1. * Provide technical support to school district personnel on standard automated systems through a Help Desk approach.
2. * Utilize inquiry software to prepare reports for school district personnel and the general public.
3. * Keep current with computing application updates and technological developments.
4. * Assist school district personnel with the on-going F.T.E. reporting process, including staff training and data verification.
5. * Develop and conduct a comprehensive program of computer-related user education workshops/training sessions.
6. * Develop, prepare, and update training documentation and support materials for automated systems and standard applications.
7. * Assist with identification, research, and correction of the automated systems' software and hardware problems.
8. * Administer and maintain district package for electronic mail.
9. * Assist with the administration and maintenance of school district personnel computer security access rights.
10. Perform other duties as assigned by the designated Supervisor.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
C-C \$31,925 - \$56,694
M-12 D-258 H-1935

POSITION CODES

PeopleSoft Position **TBA**
Personnel Category **14**
EEO-5 Line **44**

ADA CODES

2 **Sedentary**
3 **A - C**
4 **Indoors**

BOARD APPROVED

September 13, 1994