SEMINOLE COUNTY PUBLIC SCHOOLS
Job Description

SPECIALIST II, Administrative Computing

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Three (3) years experience in Business, Management Information Systems, or Data Processing.
- Proficiency in use of computer applications and technical equipment as related to departmental job functions.

REPORTS TO Supervisor Of Information Services Support **SUPERVISES** No supervisory duties

POSITION GOAL

To assist in facilitating the use of computers for administrative purposes.

PERFORMANCE RESPONSIBILITIES

1. * Provide support to district- and school-based personnel with implementing automated systems in all areas.
2. * Create and maintain spreadsheet, database, and word processing files.
3. * Keep current with technological developments and their implications on administrative computing.
4. * Assist with developing reports to be provided to district- and school-based personnel.
5. * Assist with developing data collection instruments and input documents.
6. * Assist with preparing and updating documentation for various automated systems.
7. * Assist with providing a comprehensive program of user education workshops and seminars for administrative computer users.
8. * Assist with responding to and maintaining information on users' questions, problems and needs.
9. * Assist with developing and maintaining support materials and user manuals.
10. Perform other duties as assigned by the Supervisor of Information Services Support.

Denotes essential job function/ADA

TERMS OF EMPLOYMENT

PAY GRADE	POSITION CODES				ADA CODES	BOARD APPROVED
District Salary Schedule	PeopleSoft Position	**TBA**	Function	**7750**	2 **Sedentary**	**May 25, 1993**
C-C **$31,925 - $56,694**	Personnel Category	**14**	Survey Code	**77534**	3 **A – C**	
M-**12** D-**258** H-**1935**	EEO-5 Line	**44**	Job Code	**1692**	4 **Indoors**	