

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

IS OPERATIONS SHIFT LEAD

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Three (3) years of work experience with computer equipment.

KNOWLEDGE, SKILLS, ABILITIES

- Proficient with computer applications and technical equipment as related to departmental functions.
- Proficient with Windows 10 Operating System.
- Proficient with PC and printer hardware troubleshooting.
- Working knowledge of ERP applications such as Oracle PeopleSoft HRMS and Financials.
- Working knowledge of RDP and FTP.
- Ability to provide application support in an enterprise-level environment.
- Ability to perform application troubleshooting.
- Ability to provide high level of customer service.
- Ability to work in a flexible, problem-solving culture.
- Ability to support current technologies.
- Ability to anticipate and prepare for supporting emerging technologies.
- Ability to follow best cybersecurity practices both personally and professionally.

SUPERVISION

REPORTS TO Supervisor, IS Operations
SUPERVISES No Supervisory Duties

POSITION GOAL

To direct and control shift operations to effectively and efficiently use all operational resources.

PERFORMANCE RESPONSIBILITIES

1. *Run HR payroll processes, print on-cycle and off-cycle paychecks and transmit direct deposit for the district.
2. *Process daily procurement card transactions for the Finance Department.
3. *Download and process ACT/SAT test scores from FLDOE NWRDC.
4. *Maintain NOC printers with maintenance kits and cartridge replacements.
5. *Assist ESC building Network Specialist in resolution of work order tickets.
6. *Assist staff with presentation setup in the ESC and offsite.
7. *Update professional knowledge by seeking and participating in professional development opportunities, reading professional publications, and building and maintaining personal networks.
8. *Represent the Information Services Department when assigned to committees/projects requiring technical expertise.
9. Perform other duties as assigned by the Supervisor, IS Operations.

**Denotes essential job function/ADA*

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EQUIPMENT / MATERIALS

Standard Office Equipment, PC

PHYSICAL REQUIREMENTS

Light Work Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

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 wrists, 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

C-D \$48,378 - \$85,913
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 14
EEO-5 Line 50
Function 7750
Job Code 1678
Survey Code 82023

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

April 28, 2020
May 25, 1993

ADA Information Provided by Tom Condo
Position Description Prepared by Tom Condo