

# SEMINOLE COUNTY PUBLIC SCHOOLS

## Job Description

### SPECIALIST, IS Production

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Two (2) years work experience as a data processing equipment operator.
- Proficiency in use of computer applications and technical equipment as related to departmental functions.

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

#### POSITION GOAL

*To assign all data input jobs to ensure timely completion and supervise distribution of output.*

#### PERFORMANCE RESPONSIBILITIES

1. \* Plan, schedule, and allocate time and resources for scheduled production during all shifts.
2. \* Recognize problems in source documents and report them to management.
3. \* Review output quality from the computer ensuring that various updates to master files work properly and that printed materials meet standards for readability and timeliness.
4. \* Operate high speed scanner during such processes as grade reporting, progress reporting, standardized testing, scheduling, etc., to ensure maximum quality of information.
5. \* Account for time and materials spent on processing job requests for schools and departments.
6. \* Assist with inventory control to ensure appropriate quantity of forms and supplies.
7. \* Plan, schedule, and allocate computer system time and resources for district-wide standardized testing program.
8. \*Utilize inquiry software to prepare reports and documents.
9. \*Provide needed data stored from legacy system files.
10. \*Provide support to schools for massive entry projects.
11. \*Prepare exports of data to needed formats, such as spreadsheets or disks.
12. \*Utilize HR software for preparation and maintenance of department wide payroll needs.
13. Perform other related duties as assigned by the Supervisor of Information Services Operations.

*\*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**      Function **7750**  
Personnel Category **16**      Survey Code **77596**  
EEO-5 Line **51**      Job Code **1659**

##### ADA CODES

2 **Medium**  
3 **A - V**  
4 **A - G**

##### BOARD APPROVED

May 25, 1993