School District of Santa Rosa County
Job Description

Data Processing Manager

Reports to: Assistant Superintendent, Finance	**FLSA Status:** Exempt
Department: Data Processing	**Prepared by:** Human Resources
Date: January 22, 2019	**Job Code:** 11040
Position #: 44250	**Range:** ~~28~~ 29

Principal Duties and Responsibilities (Essential Functions):
Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Develops, maintains and implements data processing plans for the present and future;
- Directs the management of various sections within the department;
- Responsible for program product selection and implementation, preparation and administration of data processing budget;
- Evaluates and recommends new data processing related equipment;
- Plans needs for computing hardware to insure adequate capacity of processing needs;
- Oversees the schedules of development projects;
- Plans the future requirements of software;
- Oversees and monitors the development of standards and internal policies for operations, documentation and programming activities;
- Supervises employees in the operating unit;
- Responsible for personnel activities such as recommending hiring, promotion and transfers;
- Actively participates in the evaluation of data processing personnel;
- Confers with, counsels and advises all subordinate personnel;
- Coordinates work and procedures with other department and division heads to insure cooperation and planned progress;
- Keeps authorities informed of problems or accomplishments in the information systems programs;
- Performs related duties as required or assigned.

Supervision Received:
Assistant Superintendent, Finance

Supervision Exercised:
Data Processing Department

Minimum Qualifications & Skills Required:
- Graduation from accredited four-year college or university with course work in computer science **or** a related field.
- Four years progressively responsible experience in a data processing unit as a programmer **or** systems analyst.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

Preferred:
N/A

Physical Demands:

Requires sitting for long periods of time designing programs and forms.
Inside; exposure to noise associated with data processing equipment; exposure to electrical wiring and apparatus. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:
Approved Compensation Plan
Educational Support Salary Schedule

Job Benefits:
- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision.
- Paid vacation, sick leave and optional personal leave
- Generous paid holidays. Holiday calendars for education support staff closely follow the calendars used for education staff.

Conclusion:
This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.