~~School District of Santa Rosa County~~
Santa Rosa County District Schools
Job Description
~~Management Information Analyst~~
Senior Operations Supervisor

Reports To: ~~Data Processing Manager~~
 Assistant Superintendent, ITS
FLSA Status: ~~Non-Exempt~~
 Exempt
Department: ~~Data Processing~~
 Information Technology Services
Prepared by: Human Resources
Date: ~~July 24, 2014~~
 September 10, 2019
Job Code: 51150
Range: 26

Preface: [Section Added]

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work to be performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with this position.
- There are marginal tasks employees are required to performed that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.

Principal Duties and Responsibilities (Essential Functions):

~~Essential functions are fundamental job duties. They do not include marginal tasks that 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.~~

- ~~Performs complex management information analysis including systems analysis involved in operation and modification of various data processing systems;~~
- ~~Operates computer running all current programs;~~
- ~~Performs programming, forms design systems analysis of new or existing systems;~~

- ~~Coordinates input/output information, schedules computer time and performs troubleshooting; Gives professional and technical advice concerning various applications;~~
- ~~Writes new or modifies existing programs requested by manager or user;~~
- ~~Assists in researching data errors in input/output information;~~
- ~~Performs special research assignments such as conducting audits;~~
- ~~Serves on various committee for programs development;~~
- ~~Provides information maintained by data processing to satisfy needs of citizens and organizations of the county;~~
- ~~Tests new programs written by staff or secured from other installations;~~
- ~~Performs documentation of systems being utilized;~~
- ~~Conducts special systems research and studies as required;~~
- ~~Writes systems and procedures for various office operations and monitors the effectiveness of the system design;~~
- ~~Performs related duties as required or assigned.~~

Primary Duties and Responsibilities:

- Collaborates with others as needed to determine project requirements.
- Defines feasible solutions for projects.
- Produces project development plans and estimates completion schedules.
- Provides written and/or oral project reports to management.
- Software development and lifecycle support.
- Performs highly complex data analysis.
- Works with management to analyze possible solutions and estimate costs.
- Provides multi-member project supervision.
- Recommends relevant technologies and systems for potential suitability.
- Recommends approvals for software development standards and best practices.
- Approves system documentation.
- Reviews and provides recommends approvals for improvement to existing systems.
- Provides external oversight into projects as requested by management.
- Serves on committees for program development as directed.
- Manages special research assignments for audits, reporting, security, etc.
- Coordinates and directs work of others developer as requested by management.
- Perform other duties as required or assigned. The omission of specific statements of duties does not exclude them from the position especially if the work is similar, related or a logical assignment to the position, nor does every position allocated necessarily perform every duty listed.

Supervision Received: **[Section moved to bottom]**

~~Data Processing Manager~~

Supervisor/Manager

Supervision Exercised: **[Section moved to bottom]**

Assigned Personnel

Minimum Qualifications & Skills:

- ~~Graduation from four year college with a Bachelors Degree in computer science or a related field.~~
- ~~Four years experience in computer operations, including two years in programming.~~
- Graduation from an accredited college with a bachelor's degree in Computer Science or reasonably equivalent major.
- Twelve years of experience in professional software developer for either Windows-based applications, web-based applications, or IBM mainframe-based applications.
- Twelve years of relevant experience in using enterprise-class databases and structured query languages on at least one of the following platforms:
  - Microsoft SQL Server
  - Oracle Database Server
  - PostgreSQL Server
  - IBM DB2 Server
- Six years of specialized work experience related to the type of system being supervised.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board will determine what is necessary and appropriate for each position.

Preferred:

~~Operation of complex computer programming and analysis; operate a mainframe computer system writing and testing new programs.~~

Preferred Qualifications & Skills:

- Highly accurate project scheduling.
- Multi-project management.
- Microsoft Visual Studio proficiency, with emphasis on C# and/or VB.NET programming.
- Microsoft Windows OS proficiency.
- Linux OS or Apple macOS experience.

Physical Demands:

~~Sit for extended periods. Office, exposure to noise associated with computer operating; exposure to electrical wiring and apparatus. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.~~

Sit for extended periods. Heavy and moderate lifting and carrying, reaching above shoulder, manual dexterity for testing equipment, good vision, distinguish basic colors, good hearing, walking, standing, bending, stooping. Drive and operate a motor vehicle. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary duties and responsibilities of this job.

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.