

DELETED EFFECTIVE: JUNE 30, 2009

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

DIRECTOR II - APPLICATIONS SUPPORT

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution in Accounting, Accounting Information Systems or Systems Science.
- (2) Minimum of ten (10) years successful experience in the Data Processing field with a minimum of five (5) years as Systems Analyst and three (3) years of supervisory experience in a medium to large Data Processing complex.
- (3) 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.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of operating systems, data communications software, database management systems and COBOL and BASIC programming languages. Knowledge of Florida Statutes, School Board policies, state and federal regulations and professional standards related to assignment. Ability to use considerable judgment in developing methods or techniques to accomplish tasks. Ability to organize and prioritize activities. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Director I - Technology Systems and Management Information

JOB GOAL

To provide the leadership necessary to direct and coordinate the systems development, programming, training and running of production programs and online applications for employees using the systems.

SUPERVISES:

Programmers I and II
Programmer Analyst I
Analyst - Systems

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Coordinate and supervise the study, evaluation, design and implementation of the data processing systems.
- * (2) Provide training, both formal and on-the-job for the application support system.
- * (3) Provide ongoing scheduling of the study, evaluation, design and implementation of systems in process.
- * (4) Designate tasks to be performed, who performs the task and the date of completion of each task.

DIRECTOR II – APPLICATIONS SUPPORT (Continued)

- * (5) Ensure all Systems Documentation is updated as required.
- * (6) Coordinate the development of training for all users with the Director of End User Support as needed.
- * (7) Direct the programming section in the designing, coding, debugging, testing and implementation of programs.
- * (8) Provide general planning for the Management Information Systems Department as required.

Inter / Intra-Agency Communication and Delivery

- * (9) Assist in the interpretation of programs, philosophy and policies of the District to staff, students and the community.
- * (10) Respond to inquiries or concerns in a timely manner.
- * (11) Keep the Superintendent informed, through proper channels, of potential problems or unusual events.
- * (12) Work closely with District and school staffs to support school improvement initiatives and processes.
- * (13) Disseminate information and current research to appropriate personnel.

Professional Growth and Improvement

- * (14) Keep well informed about current trends and best practices in areas of responsibility.
- * (15) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (16) Facilitate the development, implementation and evaluation of staff development activities provided in assigned areas.
- * (17) Promote and support professional growth for self and others.
- * (18) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- * (19) Maintain a network of peer contacts through professional organizations.
- * (20) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.

Systemic Functions

- * (21) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (22) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (23) Represent, consistently, the District in a positive and professional manner.
- (24) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- * (25) Provide leadership and direction for the assigned areas of responsibility.
- * (26) Provide leadership and guidance in the development of annual goals and objectives for assigned department or programs.
- * (27) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- * (28) Assist in implementing the District's goals and strategic commitments.
- * (29) Exercise proactive leadership in promoting the goals and mission of the program.
- * (30) Provide oversight and direction for cooperative planning with other agencies.
- * (31) Set high standards and expectations for self and others.
- * (32) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (33) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- * (34) Facilitate problem solving by individuals or groups.

DIRECTOR II – APPLICATIONS SUPPORT (Continued)

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 07

*Essential Performance Responsibilities

Professional Salary Schedule – Pay Grade 2

Date of Board Approval: August 21, 2001

Date of Revision: October 22, 2002

DELETION APPROVED BY BOARD: APRIL 21, 2009