

OFFICE SYSTEMS SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for serving as systems operator and network administrator for a school district. Responsibilities include backup of the system, software evaluation and integration into the system, assigning of security access, and training others on the use of the system software. In addition, this person is responsible for the entering, organizing and extracting of information from the student database in response to a variety of questions posed by administrative staff and for reporting requirements. This employee will develop database queries; statistically evaluate the information received; and develop reports based on the data. General supervision will be received from an administrative employee. Supervision over the work of others is not a function of this position.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Serves as the system operator for the office system used for student record keeping, electronic communication, and business applications in the school district;
2. Maintains network system software, hardware and peripheral equipment; assigns security codes to users; performs routine maintenance and arranges for outside service when necessary;
3. Develops and maintains a system wide data base of individual student and group achievement information under established categories and criteria to support school planning and development programs;
4. Assists in the development of student performance reports for the State Education Department, annual School Report Card profile reporting, Title I LEAP and other reports as necessary;
5. Assists administrative staff in preparing for and implementing district wide testing programs including test ordering, distribution, collection and scoring services;
6. Collects and merges student database information with other systems, such as school scheduling, attendance, grade reporting and the regional BOCES systems;
7. Prepares a variety of reports using word processing, desk top publishing or presentation graphics software;
8. Assists in the development and presentation of training programs for administrators and office staff in the use of the system software;
9. May perform installation and upgrade of operating system support software or network servers and workstations, including recommendation of memory and system upgrades when necessary;
10. May evaluate proposed software changes/upgrades in relation to system integration;
11. Maintains a variety of technical reference materials, service contracts, licensing information for the hardware and software and other records as required;
12. Participates in a various meetings and training sessions, such as regional BOCES services meetings, related to job responsibilities.

OFFICE SYSTEMS SPECIALIST (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of systems software necessary to organize and manipulate data, perform query operations, integrate software with other operational systems and recommend necessary modifications/upgrades to system;
- Knowledge of word processing, desk top publishing and presentation graphics software in order to prepare a wide variety of narrative and statistical reports in an interesting, understandable and creative style;
- Knowledge of network system software, hardware and peripheral equipment to assist users with routine questions and maintenance and to recommend necessary modifications to system;
- Knowledge of composition, grammar, spelling, punctuation and required formats necessary to develop correspondence, reports and records;
- Knowledge of computational skills to track and reconcile large groups of numbers and to perform basic statistical comparisons;
- Ability to specialize in the use of office systems equipment and to act as a resource to others;
- Ability to gather, compile, and evaluate information and records, prepare reports and make recommendations based on an analysis of data collected;
- Ability to communicate both orally and in writing with a variety of people to provide assistance and training and establish cooperative working relationships
- Ability to act independently in carrying out the daily functions of a program or service;
- Personal characteristics necessary to perform the duties of the position;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree, which included at least one course in statistics or an advanced mathematics, which included statistical operations and at least one course in word processing and/or desktop publishing;

- OR: (B) Two years of full-time paid work experience which involved working with a large computerized database to enter, track and extract information in a variety of formats;

- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

SPECIAL REQUIREMENTS:

Candidates must indicate ability to keyboard at an acceptable rate of speed and accuracy.

DP0234

ADOPTED: 04/24/98