Information Systems Coordinator

This position serves as a member of the superintendent’s staff and is assigned responsibilities involving the management and direction of information systems, applications development, systems maintenance, computer operations and similar information technology functions. This includes supervising, planning and organizing staff activities and information services operations to meet the needs of the district, coordination with other district staff and administrators to identify various requirements for computer operating systems, developing plans for the enhancement of current systems or development of new systems, directing staff activities in the completion of various projects, assist in preparing budgets to meet the district’s need for information services, and similar activities which focus on broad issues related to requirements for computer services and operating systems.

DUTIES & RESPONSIBILITIES

- Plans, organizes and directs activities of work units and staff involved in the design, development, operation and maintenance of computer operating systems and data processing functions.
- Consults with users to identify data processing requirements; directs assigned staff in the development of new applications, databases or systems operations; makes recommendations on the purchase of new equipment or software.
- Directs the activities required for network administration. This may include, but is not limited to computer platform installation and maintenance, configurations, desktop management, security, work management, and performance tuning.
- Reviews output, project reports, systems documentation, service requests, and other information to evaluate systems performance, systems operations, requirements for new applications, and other requirements; works with staff to design and develop required systems.
- Reviews and evaluates technical literature and other information concerning changes in technology; participates in long-range planning to evaluate costs, availability, alternatives and other factors.
- Other duties and responsibilities as directed.

Incumbents should possess knowledge of computer operating systems and telecommunications networks; of systems development requirements and procedures; of data processing hardware and software functions, capabilities and interrelationships; of district standards and procedures; of data bases and security requirements; of documentation standards for information technology systems; and of supervisory principles and practices. Incumbents should also possess the ability to direct the work of others; to plan and organize; to coordinate activities within and between work units; to assess and evaluate the operation and performance of computer systems and communicate effectively. This position must also possess the ability to work well with KTC faculty and staff, attend work regularly following a designated work schedule and must be able to work extended hours and additional days/ evening as required by position responsibilities.

Education and Experience: Minimum requirements consist of a Bachelor’s Degree in Computer Science, Business Administration, or closely related field with an emphasis in Computer/Data Processing and a minimum of 3 years of experience working with information systems and application; or an equivalent combination of experience substituting 2 years of work experience for 1 year of college.

SPECIAL REQUIREMENTS: Incumbents must be willing and able to perform all job-related travel normally associated with this position. Some moderate to heavy lifting is required.

Revised/Adopted: 6/10/2008