

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED POSITION

JCN: 176
RANGE: 142
NON-EXEMPT

DEPARTMENT AUTOMATION SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of technical data management duties involved in the operation of an assigned computer system to input data, manipulate information, create queries, maintain automated records and generate a variety of computerized reports; compile, assemble, evaluate and verify related data.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Communicate with county office personnel, outside agencies and others to request data, exchange information and resolve issues or concerns.
- Compile, assemble and verify data for a variety of mandated and requested computerized records and reports; analyze and respond to data processing requests; prepare requests for processing; manipulate data as appropriate.
- Compose and distribute a variety of departmental and program correspondence such as letters, memoranda, newsletters, calendars, forms, applications and flyers as assigned; process and evaluate various forms and applications.
- Establish timelines and priorities for production runs and data processing projects; ensure mandated reports are completed and distributed to appropriate governmental agencies or personnel according to established timelines and procedures.
- Input and update a wide variety of data into an assigned computer system; establish and maintain various automated records and files; initiate queries and develop spreadsheets; generate and print a variety of mandated and requested computerized reports; ensure accuracy of input and output data; process and generate a variety of purchasing forms and documents as assigned.
- Maintain and set up of technical equipment, recruitment vehicles, inventory, and company cards; maintain and check out laptops, tablets, projectors and dedicated vehicles as well as various rentals to staff in order for them to facilitate regional programs; maintain records for vehicle mileage logs and gas credit cards; maintain all record logs for check out to staff, as well as, process claims for stolen, lost or damaged equipment, gas receipts or credit cards; set up equipment at various trainings and meetings as requested by staff and program need.
- Train and provide assistance to system users concerning computer system applications, operations and functions as assigned; receive and respond to user telephone calls; provide information concerning related standards, requirements and procedures.
- Utilize computers and peripheral equipment to perform a variety of technical data management functions involved in the maintenance of assigned county office databases and development of various computerized records and reports.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Keyboarding at an acceptable rate to complete reports and correspondence required by the position.
- Maintain a safe work environment.

- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Computer hardware systems and software applications utilized by the county office.
- Data control procedures and data entry operations.
- Database structures, on-line applications and system capabilities of assigned computer systems.
- Manual instructions, sufficient to enable quick and accurate diagnosis of difficulties.
- Principles, methods and procedures of operating computers and peripheral equipment.
- Record-keeping and report preparation techniques.
- Record retrieval and storage systems.
- Scheduling requirements for special projects and production runs.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Assemble, organize and prepare data for records and reports.
- Initiate queries, manipulate data and develop spread sheets.
- Meet schedules and timelines.
- Operate computers and peripheral equipment properly and efficiently.
- Perform a variety of technical data management duties involved in the operation of an assigned computer system to maintain automated records and generate a variety of computerized reports.
- Process and print a variety of computer production runs according to established procedures.
- Provide assistance to system users concerning computer system applications, operations and malfunctions.
- Review and verify input and output data to ensure accuracy and efficiency.
- Understand and follow oral and written instructions.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.

- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.

EXPERIENCE:

- Three years of experience in data processing and computer operations.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program may be required at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVAL:

Effective: July 1, 2003

Revised: March 1, 2007

Revised: November 14, 2017