

Union Public Schools Job Description

Position Title: Computer Specialist
Department: Pupil Accounting/Grants
Reports To: Executive Director of Pupil Accounting/Grants

FLSA Designation: Non-exempt

SUMMARY: Responsible for development, support and maintenance of computer applications for Pupil Accounting of the Pupil Accounting/Grant Department. Develops and prepares reports related to the above.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Maintains and revises current applications and reports for financial and budgeting Pupil Accounting/Grant Department.
- Consults with Pupil Accounting Computer Supervisor to determine current effectiveness and to project future needs.
- Develops new applications and reports as needed.
- Tests new applications and revisions for accuracy; resolves problems and revises content or format when needed.
- Prepares written instructions and trains users in utilizing Pupil Accounting database.
- Researches and resolves problems with Pupil Accounting database applications.
- Maintains accurate files, records.
- Works with various software applications, entering and retrieving data as needed.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Associates degree in computer science, accounting, business or related area plus two (2) years mainframe, personal computer or educational/school experience. Additional relevant work experience may be substituted on a year-for-year basis for the formal education requirement.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

LANGUAGE SKILLS: Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and responds to questions from groups of teachers, support employees and students.

MATHEMATICAL SKILLS: Ability to work with basic mathematical concepts and ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to operate a computer and related software. Thorough knowledge of DOS, System 7.5, Windows, and Microsoft Office. Working knowledge of Crosspointe operations, IBM Query and Crystal reporting software desired. Knowledge of public school operations desired. Ability to communicate clearly and concisely, both orally and in writing and the ability to interact with schools and community. Ability to handle a multitude of responsibilities with minimal supervision. Ability to work independently and to initiate and complete projects with little or no direct supervision. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee is occasionally required to reach with hands and arms and will frequently repeat the same hand, arm or finger motion such as when typing. Employee will frequently interact with other staff members. Specific vision abilities required by this job include close vision. The employee may occasionally lift up to 25 pounds such as boxes of paper.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.