

## Union Public Schools Job Description

**Position Title:** Software Application Technician  
**Department:** Pupil Accounting/Transportation  
**Reports To:** Executive Director of Pupil Accounting/Director of Transportation

**FLSA Designation:** Non-exempt

**SUMMARY:** Serves as software application technician, acting as liaison between the Pupil Accounting and Transportation departments.

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

- Maintains District routing software program.
- Develops and manages software projects.
- Maintains and revises current applications and reports for State financial assistance.
- Consults with Pupil Accounting users to determine current effectiveness and to project future needs.
- Develops 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 as needed.
- Travels to all District locations as needed.
- Maintains accurate files and records confidentially.
- Performs any bookkeeping tasks associated with the specific position.
- Assists with State auditing.
- Facilitates committee meetings with members of various departments, as needed.
- Enters data enter mechanic software program.
- 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:** High School diploma or general education degree (GED) required. Associates degree and three (3) years general computer experience with hardware and software preferred, or equivalent combination of education and experience. Basic knowledge of computer hardware and software; ability to work with others in a demanding pressured atmosphere; flexible in adapting to a changing workload; willingness to learn the latest software and hardware; basic knowledge of navigating the Internet, and working knowledge of word processing and databases required.

**CERTIFICATES, LICENSES, REGISTRATIONS:** None.

**LANGUAGE SKILLS:** Ability to read and comprehend technical instructions short correspondence and memos. Ability to read and interpret documents such as operating and maintenance instructions and procedure manuals. Ability to present information in one-on-one and group situations to staff members. Ability to write routine reports and correspondence. Ability to speak effectively before staff members, students and parents.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to perform these operations using units of American money and weight and measurement, volume and distance.

**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 communicate effectively. Ability to plan and facilitate training sessions for staff members. Ability to develop and maintain effective working relationships with staff. 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 stand, walk, sit, stoop, reach with hands and arms and talk or hear. This job required the use of hands and fingers to handle or feel objects, tools, or controls. Hand and finger dexterity for operating computer equipment and peripherals is required. The employee is occasionally required to lift and/or move up to 50 pounds, such as a Macintosh computer, a monitor, CPU or other related equipment. Ability to withstand long-term use of Video Display Terminals is required. Specific vision abilities required by this job included close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**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 moderate, although it can vary depending on daily activity. The employee will work near or with electronic equipment.