

Classification Specification: Sr. Data Systems Coordinator

Classification Number: 64152 Pay Grade:
Effective Date: April 4, 2014 Current Exemption Status: Nonexempt

Position Summary

Collects, analyzes and distributes data for management needs. Develops, tests and implements data systems. Schedules batch jobs, defines job sets and creates run controls and recurrences. Acts as liaison to Information Technology Services (ITS) for hardware and software support as well as data system issues.

Essential/Primary Duties

- Creates queries. Verifies the validity of output and provides statistics and reports. Provides analysis and advise to others. Assists with software testing to ensure validity of systems output.
- Schedules, maintains, documents and tests jobs.
- Maintains data systems and lists of files to be imported. Imports, exports and distributes files and reports to designated users.
- Maintains software security roles for staff and students. Collaborates on the development of new security roles or changes to existing security roles.
- Maintains hardware information, asset tags, descriptions, location and purchase year. Evaluates and recommends needed purchases.
- Creates and maintains policies and procedures.
- Troubleshoots hardware and software issues and coordinates resolutions with Information Technology Services (ITS).

Experience and Education

Experience

- One year related experience required

Education

- Some college coursework required

Physical Requirements

Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

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Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to query, run reports and modify data in financial systems
- Ability to access and maintain document imaging systems including scanning and filing documents
- Ability to operate computers and peripheral equipment such as printers
- Ability to perform basic computer programming
- Ability to effectively utilize audio/visual equipment

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

None