

**PANHANDLE AREA EDUCATIONAL CONSORTIUM**

**JOB DESCRIPTION**

**BUSINESS SYSTEMS MANAGER – BTSS – DISTRICT SUPPORT**

**QUALIFICATIONS:**

- (1) Bachelor’s Degree from an accredited educational institution in Computer Science, Business or related field; or, certifications and/or job experience will be considered.
- (2) Minimum of ten (10) years’ experience with broad knowledge of computer systems, including programming and systems operations, or equivalent.
- (3) Knowledge of interchange and interfaces between systems.
- (4) Knowledge of school-based account preferred.
- (5) Ability to communicate effectively with a variety of audiences, orally and writing, including electronic media.
- (6) Valid Florida Driver’s License.

**TRAVEL EXPECTATIONS (by land or air):**

Medium – Between 500 and 1,500 miles per year.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to analyze and utilize data. Ability to effectively use problem-solving skills. Ability to work as part of the team with staff and other departments. Ability to identify important issues or problems in area of responsibility. Ability to share ideas with others in a clear and informative manner. Ability to communicate effectively both orally and in writing. Possess analytical skills to review information and formulate alternative solutions to problems. Knowledge of systems analysis and design techniques. Ability to design, develop and implement computer applications. Knowledge of multiple programming languages. Ability to plan work and effectively utilize time.

**REPORTS TO:**

Administrator BTSS

**JOB GOAL**

To oversee the implementation, and maintenance of PAEC Business Applications in participating member districts. To enable District office staff to effectively perform their duties as related to computer applications supported by PAEC Business Services

**SUPERVISES:**

Business Applications Analyst

**PERFORMANCE RESPONSIBILITIES:**

**Service Delivery**

- \*(1) Install and update programs, procedures and documentation for computer systems as needed.

## **BUSINESS SYSTEMS MANAGER– BTSS – DISTRICT SUPPORT (Continued)**

- \* (2) Prepare system documentation, program, record specifications and on-line documentation for existing and proposed application programs and systems.
- \* (3) Serve as a resource person to users in evaluating technologies and making recommendations for improvement.
- \* (4) Maintain appropriate coordination between technology services and other programs and services.
- \* (5) Develop and disseminate user manuals for new and existing software.
- \* (6) Provide trouble-shooting services to users in participating districts.
- \* (7) Provide technical assistance to PAEC and staff by writing and maintaining user guides, help desk access, and hands on training sessions.
- \* (8) Prepare, coordinate, and oversee systems implementation to ensure it operates within designated parameters.
- \* (9) Assist in writing, testing, and de-bugging complex programs by analyzing-requirements, constructing workflow charts, studying systems capacities, and creating specifications that meet the needs of end users and stakeholders.
- \* (10) Provide service to PAEC districts by coordinating and following up on help desk requests between the users and software developers.

### **Inter/Intra-agency Communication and Delivery**

- \* (11) Provide technology program articulation with District office staff personnel through meetings and / or consultation.
- \* (12) Assist with network and communication support linking PAEC to the Internet.
- \* (13) Collaborate with other district system consultants as needed and appropriate.

### **Professional Growth and Improvement**

- \* (14) Train personnel in the effective use of computer systems and applications.
- \* (15) Set high standards and expectations for self and others.
- \* (16) Maintain a network of peer contacts through professional organizations.
- \* (17) Attend training sessions, conferences and workshops to keep abreast of current technology practices, programs and legal issues, technology innovations and changes.

### **Systemic Functions**

- \* (18) Oversee district conversions to current business application systems.
- \* (19) Develop long-range planning for future data processing needs.
- \* (20) Install new administrative programs and systems.
- \* (21) Prepare all required reports and maintain all appropriate records.
- \* (22) Support PAEC's strategic plan by serving on strategy teams and other Consortium committees.
- \* (23) Serve on the Business Operations, Technology, and Supplemental Services Team.
- \* (21) Perform other incidental tasks consistent with the goals and objectives of this position.

### **Leadership and Strategic Orientation**

- \* (22) Assist in the development of specifications for new technology equipment.
- \* (23) Assist in implementing PAEC's strategic plan.
- \* (24) Demonstrate readiness and confidence to make or share decisions in a timely fashion.
- \* (25) Anticipate potential problems and develop processes or procedures to prevent or address them.

**BUSINESS SYSTEMS MANAGER– BTSS – DISTRICT SUPPORT (Continued)**

\*(26) Demonstrate initiative in the performance of assigned responsibilities.

**PHYSICAL REQUIREMENTS:**

Medium Work– Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and Benefits for this position are compensated in accordance with performance Pay Grade 3 of the approved PAEC Compensation Plan.

Length of work year and hours of employment shall be established by the PAEC Board of Directors through the district of record, the Washington County School Board.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

**Job Description Supplement No. 12 (Medium Work)**

\*Essential Performance Responsibilities

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_