SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

INFORMATION SPECIALIST

SALARY SCHEDULE: SSP12

COST CENTER: HUMAN RESOURCES DEPARTMENT (9023)

QUALIFICATIONS:
(1) High School Diploma or equivalent.
(2) Knowledge of, and experience in, working Data Bases, Spreadsheets, to compile current and historical data.
(3) Must possess the following computer skills:
   (a) Advanced word processing skills. Microsoft programs preferred.
   (b) Advanced spreadsheet skills. EXCEL preferred.
   (c) Access database programs utilizing ACCESS and ESD.
   (d) Utilize merge capabilities of word processing and database programs.
   (e) Create, modify and print reports.
   (f) Strong computer knowledge to ensure the ability to trouble shoot and be able to explain problems to Information Services maintenance/programming staff.
(4) Strong oral and written communication skills.
(5) Must be able to organize and work independently.
(6) Ability to work under stress and meet pressing deadlines.
(7) Must have scores on file with Human Resources as follows:
   a) Microsoft Word 90%
   b) Microsoft Excel 75%

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of human resources systems and administration. Demonstrated knowledge of and experience with maintenance of a computer system. Possess computer skills for word processing utilizing Microsoft Word, spreadsheets (Excel) and databases, utilizing Access and ESD. Ability to utilize merge capabilities for word processing and database programs. Ability to create, modify and print reports. Ability to communicate effectively both orally and in writing. Ability to organize and prioritize activities. Ability to work independently. Ability to analyze data.

REPORTS TO:
Employee Relations and Equity Administrator

JOB GOAL
To oversee, maintain and update the technological aspects of the Human Resources Department to include hardware, software and information management.

SUPERVISES:
N/A
INFORMATION SPECIALIST (Continued)

PERFORMANCE RESPONSIBILITIES:
* (1) Coordinate the operation and oversee the maintenance of the Human Resources computer system.
  (a) Act as liaison with the Information Services Department.
  (b) Arrange and assist when necessary in the computer training of all Human Resources staff members.
  (c) Maintain and update all aspects of the Human Resources website.
  (d) Maintain and update the Human Resources Applicant Tracking System Program.
* (2) Assist the Human Resources staff in developing and extracting information and reports from database programs.
* (3) Complete personnel surveys that are received in the Human Resources Department.
* (4) Compile information and reports in a coherent report format for requests from Human Resources clients.
* (5) Coordinate the operation of the file room and oversee record retention.
* (6) Maintain and update district salary schedules.
* (7) Assist in the staffing of summer School.
* (8) Assist in the coordination of the annual staffing process.
* (9) Type correspondence necessary to keep assigned personnel informed.
* (10) Prepare all required reports and maintain all required records efficiently and effectively.
* (11) Demonstrate initiative in the performance of assigned responsibilities.
* (12) Participate in workshops and training sessions as required.
* (13) Respond to inquiries or concerns in a timely manner.
* (14) Maintain confidentiality of employee and department matters.
* (15) Maintain effective communications with District personnel and the public.
* (16) Follow attendance, punctuality and proper dress rules.
* (17) Exhibit interpersonal skills to work as an effective team member.
* (18) Provide for a safe and secure workplace.
* (19) Model and maintain high ethical standards.
* (20) Keep Director apprised of potential problems and unusual events.
* (21) Follow all School Board policies, rules and regulations.
* (22) Demonstrate support for the School District and its goals and priorities.
* (23) Sustained focus and attention to detail for extended periods of time.
* (24) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:
Salary and benefits shall be paid consistent with the District’s approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

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. 05

*Essential Performance Responsibilities

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