

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### BUSINESS SYSTEM ASSISTANT

**SALARY SCHEDULE: SSP-10**

**COST CENTER: INFORMATION TECHNOLOGY (9020)**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent
- (1) Minimum of one (1) year experience in support and maintenance of an enterprise software application.
- (2) Demonstrated ability and experience in working with databases and related software.
- (3) Demonstrated ability and experience in production of reports using report authoring software.
- (4) Demonstrated ability and experience in troubleshooting business systems.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge and technical training in the use of the districts enterprise applications. Ability to maintain user accounts and profiles. Ability to organize and prioritize activities. Ability to communicate effectively both orally and in writing. Ability to troubleshoot problems in an efficient manner. Ability to establish and maintain a positive working relationship with others in the department. Ability to effectively interface with supervisor, contractors, vendors and all other employees and school personnel.

**REPORTS TO:**

Computer System Analyst

#### JOB GOAL

To provide technical work in developing and maintaining the district enterprise applications from specifications.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \*(1) Maintain and support district enterprise applications.
- \*(2) Identify and correct problems in these systems based on broad guidance.
- \*(3) Maintain documentation as required.
- \*(4) Create test data and evaluate complete test results
- \*(5) Convert content and data from old applications to new applications.
- \*(6) Work with a wide variety to applications as required.
- \*(7) Provide for all types of file organization, processing, storage and maintenance.
- \*(8) Assist other employees as needed.
- \*(9) Maintain confidentiality regarding all school matters.
- \*(10) Prepare all required reports and maintain all appropriate records.
- \*(11) Exhibit support for the District's vision, mission, goals and priorities.
- \*(12) Demonstrate initiative in the performance of assigned responsibilities.
- \*(13) Provide for a safe and secure workplace.
- \*(14) Model and maintain high ethical standards.
- \*(15) Follow attendance, punctuality and proper dress rules.

**BUSINESS SYSTEM ASSISTANT** (continued)

- \* (16) Participate in workshops and training sessions as required.
- \* (17) Communicate effectively with staff and vendors.
- \* (18) Keep supervisor informed of potential problems or unusual events.
- \* (19) Respond to inquiries and concerns in a timely manner.
- \* (20) Follow all School Board policies, rules and regulations.
- \* (21) Exhibit interpersonal skills to work as an effective team member.
- \* (22) 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. 07**

\*Essential Performance Responsibilities