

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

**TITLE:** Administrative Systems Technician

**REPORTS TO:** Manager of Information Systems

- QUALIFICATIONS:**
1. Minimum two years working with database integration of application systems. Experience with current district administrative application systems is preferable.
  2. Must have working knowledge of Sequel, SQL, or other similar database management software.
  3. Must be familiar with relational database structures, and be able to create/maintain a variety of database reports.
  4. Must have working knowledge of iSeries AS400 and blade server operations.
  5. Must have strong technology background. Experience with PC and MAC based networks is a plus.
  6. Must be able to interface with and provide support for district administrative systems users.
  7. Must be self-motivated with the ability to work, and travel, independently within the district.
  8. Must be able to communicate effectively both orally and in writing.
  9. Experience in a school setting is desirable.
  10. Required criminal background check and proof of US citizenship or legal resident alien status.

**JOB GOAL:** The Administrative Systems Technician will assist the Manager of Information Systems in providing for client processing/reporting needs. This person will assist in maintaining and enhancing the district's administrative systems and technology infrastructure. The Administrative Systems Technician will also provide back-up support for the Manager of Information Systems.

### **PERFORMANCE RESPONSIBILITIES:**

1. Assist in maintaining administrative databases, including, but not limited to, CIMS, Kronos, CrossPointe, Mealticket, and LibraryWorld.
2. Assist with the design and maintenance of customized reports and electronic files in response to local client requests, and to fulfill district requirements for federal, state, and county reporting.
3. Assist in the preparation of information required by outside agencies and vendors.
4. Assist with monitoring daily interface transactions between various administrative systems.
5. Assist in the facilitation and monitoring of client use of administrative systems. Help to identify corrective measures needed to maintain quality of information.
6. Assist in the creation and maintenance of user access to administrative systems.
7. Assist with periodic software and hardware upgrades.

8. Assist in performing routine maintenance on equipment utilized by administrative systems.
9. Assist in enhancing the existing administrative technology infrastructure.
10. Assist in providing technical support and training to administrative systems end-users.
11. Participate in professional development and technical training as necessary to maintain and upgrade skills.
12. Perform such other duties that may be assigned.

Adopted: 5/22/08

Approved: 5/12/09

Revised: 9/24/09

JD/Computer Services