

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Data Center Head Secretary

REPORTS TO: Manager of Information Systems and
Coordinating Supervisor of Educational Technology

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QUALIFICATIONS:

1. High School diploma or equivalent
2. Minimum experience as determined by the Board of Education
3. Maintains a pleasant demeanor and has strong interpersonal skills
4. Ability to multitask
5. Knowledge of automated office equipment and the CrossPointe systems
6. Ability to operate administrative computer hardware and software
7. Good telephone skills and the ability to communicate effectively
8. Ability to think creatively, logically, and objectively
9. Ability to learn all administrative student, finance, human resource, and time and attendance software systems
10. Maintains confidentiality as required and appropriate
11. Required criminal background check and proof of US citizenship or resident alien status

JOB GOAL: To assure the smooth and efficient operation of the Data Center by overseeing and carrying out all secretarial duties; maintaining efficient job processing and timelines of delivery of output in the Data Center.

PERFORMANCE RESPONSIBILITIES:

1. Operates, with a high degree of efficiency, personal computers, computer printers, magnetic tape drives, and poly wrap equipment.
2. Works within the iSeries operating system equipment and maintains data integrity in order to perform operations; rotates daily backup tapes.
3. Under the direction of her/his supervisors, allocates workload of the Data Center secretaries; schedules staff and assigns priorities on an as-needed basis.

4. Provides administrative software systems help desk support to district users.
5. Provides support for administrative district users' security profiles.
6. Prints requested reports, labels, lists, etc for district staff, as needed.
7. Performs general secretarial work for the Manager of Information Systems and the Coordinating Supervisor of Educational Technology.
8. Executes purchase orders for the Data Center.
9. Tracks/files software, networking, and vendor licenses.
10. Coordinates grade report processing.
11. Prepares E-Rate reimbursement forms.
12. Prepares monthly student enrollment information.
13. Performs such other duties that may be assigned.

Approved: 5/12/09

JD/Computer Services

Legal References:
N.J.S.A. 18A:6-7.1 Criminal history record
N.J.S.A. 18A:16-1 Officers and employees in general
N.J.S.A. 18A:16-2 Physical examinations, requirement
N.J.S.A. 18A:17-2 Tenure of secretarial and clerical employees
N.J.A.C. 6:3-4A.4 Requirements of physical examinations
Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.