

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Data Center Secretary

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

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 AS/400 systems
6. Ability to operate administrative computer hardware and software
7. Good telephone skills and the ability to communicate effectively
8. Ability to learn all administrative student, finance, human resource, and time and attendance software systems
9. Maintains confidentiality as required and appropriate
10. Required criminal background check and proof of US citizenship or resident alien status

JOB GOAL: To perform all work assigned in the Data Center accurately, completely, and in a timely manner.

PERFORMANCE RESPONSIBILITIES:

1. Operates, with a high degree of efficiency, personal computers, computer printers and magnetic tape drives
2. Works within the iSeries operating system equipment and maintains data integrity in order to perform operations; rotates daily backup tapes
3. Provides administrative software systems help desk support to district users
4. Provides support for administrative district users' security profiles
5. Prints requested reports, labels, lists, etc for district staff, as needed
6. Performs general secretarial work for the Manager of Information Systems and the Coordinating Supervisor of Educational Technology

7. Mentors staff usage of the time and attendance system; provides guidance in adjustment data entry; maintains substitute time-worked records
8. Performs data entry of student course request and scheduling information, as needed
9. Processes grade reporting, within a specified timeframe
10. Maintains inventory of district software
11. Maintains inventory of supplies, and distributes supplies as requested
12. Maintains district email account database
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.

