

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Manager of Information Systems - Operations

REPORTS TO: Assistant Superintendent for Business/Chief Financial Officer

QUALIFICATIONS:

- Ability to make recommendations concerning hardware and software needs
- Ability to manage the software applications utilized by the school district for business, personnel, student records, transportation, special education, meal services etc.
- Ability to provide software training for secretarial and clerical staff
- Ability to identify solutions to hardware and software problems
- Required criminal background check and proof of US citizenship or legal resident alien status

PERFORMANCE RESPONSIBILITIES:

1. Maintains operational control for the support of the district's administrative computer system and the administrative network it serves; upgrades hardware as necessary.
2. Supervises the implementation of software applications; applies software upgrades/patches as necessary.
3. Plans, prepares and recommends the budgets for Technology Services and Solutions (TSS), information systems, and administrative technology initiatives as developed and, in collaboration with the district administrators advises district administrators with regard to budgetary needs of district technology initiatives.
4. Administers administrative databases; prepares reports/files as needed.
5. Prepares/assists in the preparation of various state reports/files.
6. Coordinates and maintains CSI: the Human Resource and payroll tracking, and employee compensation tracking integrated with budgetary accounting module.
7. Assures the efficient operation of the district's information management function.
8. Analyzes and resolves software/hardware problems as they may arise.
9. Maintains contact with software vendors for problem solving and "help desk" activities.
10. Installs and tests upgrades of purchased software.
11. Assists the administrative staff in the application of software.
12. Assists in the generation of financial, budget, personnel, and employee attendance documents as requested.
13. Develops an ongoing program for the training of district secretarial and clerical staff in the use of hardware and software adopted for use in the district.
14. Serves as a member of the District's Technology Committee.
15. Assists in the development of the Long-Range Technology Plan.
16. Coordinate/maintains AESOP-Substitute Placement and Absence Management.
17. Coordinate/maintain VeriTime Payroll Time and Attendance Management.
18. Assists Executive Director of Human Resources/Chief Talent Officer in maintaining the Position Control Roster.
16. Provides such other services and performs such other functions as may be assigned.

Adopted: 1/14/99
Revised: 4/05/07
Approved: 5/12/09
Revised: 9/24/09
Revised: 11/23/10
Revised: 7/24/14