

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Facilities Management Information System Coordinator	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Facilities Management Branch	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	062 OTBS
<b>ISSUED:</b>	November 9, 2004		

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**BASIC FUNCTION:**

Research and analyze present and future information systems needs in the Facilities Management Branch; plan, develop, coordinate, implement, and maintain complex automated information systems.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

**E = Essential Functions**

Develop and establish the criteria for automated systems reporting and evaluation of departmental operations and information flow. **E**

Perform analytical and technical duties related to systems design, program applications development, and maintenance methodologies. **E**

Perform feasibility studies and assist with setting priorities and schedules. **E**

Serve as project team leader and initiate, coordinate, and evaluate computer-assisted support for the Facilities Management Branch. **E**

Design and supervise the development of new automated systems. **E**

Assure effective integration of all automated systems with each other and with department operations and objectives. **E**

Analyze and assess the effectiveness of all information processing reports and facilities. **E**

Implement or recommend implementation of departmental policy and procedural revisions as applicable to operational problems; develop, maintain, and control standards for data base systems design and information usage. **E**

Establish and enforce procedures for accurate, complete, and timely update of databases. **E**

Establish and maintain system security by controlling access. **E**

Coordinate district software and hardware support to the Facilities Management Branch and conduct ongoing evaluation of existing mainframe departmental systems. **E**

Provide technical assistance and training to department staff regarding the use of automated systems, programs, and related equipment. **E**

Train, lead, and assign work to assigned staff and participate in selection and performance assessment activities. **E**

Evaluate new equipment and negotiate purchases with vendors. **E**

Represent the department regarding systems issues and act as liaison with other district departments and committees. **E**

Coordinate communication and distribution of departmental information to/from school sites and central offices. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of education, training, or experience equivalent to graduation from a four-year college or university with a degree in information systems, business administration, computer science, or other related field and four years of progressively responsible experience of acceptable level and quality.

**LICENSES AND OTHER REQUIREMENTS:**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Database design, systems design, and fourth generation database languages.  
Reading and writing English communication skills.

**ABILITY TO:**

Analyze complex administrative functions and information requirements.  
Determine priorities and schedule and coordinate activities.  
Exercise sound judgment in making recommendations.  
Direct the work of others.  
Establish and maintain effective working relationship with all levels of district staff.  
Plan and organize work.  
Meet schedules and time lines.  
Maintain records.  
Organize data.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor setting.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 6745

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