

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Food Services Information System Technician	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Food Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	034 OTBS
REVISED:	April 19, 2005		

BASIC FUNCTION:

Provide technical computer support to central Food Services office personnel and school site Food Services managers by telephone and field visit related to the implementation and maintenance of computerized Food Services systems in the central office and school cafeterias; assist the Food Services department by gathering data obtained from computerized systems and other sources and compile reports.

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

Participate in planning, testing, and implementing computerized systems. **E**

Maintain Food Services local area network system security by controlling access to the system including assigning codes and passwords and setting up and removing users; set up, change, and expand security clearances; perform all necessary backups of the system; perform file maintenance of system data bases in the central office file server. **E**

Perform downloads/uploads between Food Services system and the district mainframe, and load new and updated software on individual computers within the Food Services system. **E**

Ensure integrity and timeliness of transmissions between cafeterias and Food Services network. **E**

Train new users and update existing users on the Food Services network; conduct or assist in initial and on-going training of cafeteria staff in the use of the point of sale system, and assist Food Services central office staff with setup of programs. **E**

Visit sites to provide maintenance of software and diagnose problems, and perform minor repair of hardware or software to correct problems; provide software and operational assistance by phone; contact vendors as required for repairs or technical problems with equipment. **E**

Gather data for analysis by department staff and produce reports; assist with the preparation of the budget; assist with writing and updating user manuals; operate standard office equipment; may perform general clerical services. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to three years of recent full-time, paid increasingly responsible work experience involving active use, training, and support of computer programs and systems.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

A variety of computer applications including database, spreadsheet, word processing, graphic, and terminal emulation.

Accounting concepts.

Standard office equipment, procedures, and organizational methods.

Technical aspects of field of specialty.

Reading and writing English communication skills.

ABILITY TO:

Organize, coordinate, and establish priorities of computer-related materials and activities.

Use of a variety of computer applications including database, spreadsheet, word processing, graphic, and terminal emulation.

Work productively under pressures of deadlines.

Operate standard office equipment including microcomputers and related software applications.

Identify and correct problems with equipment and software operation.

Gather financial data and develop report formats.

Train others in the operation of hardware and applicable software.

Communicate effectively and maintain cooperative relationships.

Plan and organize work.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting 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.

4/93 Issued

Job Code 6882

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