SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Materiel Data Coordinator	**REPORTS TO:**	Assigned Supervisor
DEPARTMENT:	Procurement & Distribution	**CLASSIFICATION:**	Classified
FLSA:	Non-Exempt	**SALARY GRADE:**	030
			OTBS
REVISED:	September 23, 2002		

BASIC FUNCTION:

Coordinate and lead the work of a group of Data Entry operators in the Procurement and Distribution Department; participate in the operation of a data entry section; operate alphabetic and numeric data entry machines and word processing equipment.

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

Review incoming documents for compliance with established procedures, determine work priorities, and distribute work load. **E**

Enter and verify data on a key punch, key disk, or computer terminal from purchasing of other documents. **E**

Prepare and set up equipment for data entry. **E**

Operate word processing equipment to prepare diverse data. **E**

Assist in establishing procedures and in planning format design. **E**

Work with programming personnel to create data used in testing new and revised programs. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to two years of recent, full-time or equivalent part-time, paid experience in data entry operations using key punch, key disk, terminals, or equivalent equipment.

LICENSES AND OTHER REQUIREMENTS:
None

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Techniques and procedures used in computer data entry operations.
Technical aspects of field of specialty.
Reading and writing English communication skills.

ABILITY TO:
Learn programming and operation of word processing equipment.
Set up proper data entry programs and to recognize and correct errors.
Operate data entry equipment with speed and accuracy.
Plan work flow, to accept responsibility, and to make independent decisions.
Coordinate and lead the work of data entry operators.
Operate standard office equipment including microcomputers and related software applications.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records and prepare reports.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor setting

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information in person and on the telephone; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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PH