

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Software Systems Coordinator	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Technical Support Services	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	054 AASD Supervisors'
REVISED:	July 1, 1981		

BASIC FUNCTION:

Coordinate all activities relating to system control programs for an IBM system 370 and their interaction with other software products; supervise work of technical assistants.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. [Duties may vary from site to site.] 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

Coordinate all activities involving system control programs for an IBM system 370 and their interaction with other software products. **E**

Develop procedures for evaluating prospective hardware and equipment. **E**

Evaluate vendor-supplied operating systems and software packages and make recommendations concerning possible acquisition. **E**

Install and maintain system control programs, compilers, and software products. **E**

Coordinate the conversion of existing systems to meet the needs of new computer hardware/software. **E**

Review system performance and make recommendations for changes to increase the operating efficiency of the computer. **E**

Assist in developing long-range plans for the department. **E**

Provide technical assistance and training to programming and operations personnel as required to assure proper understanding and utilization of the computer facility. **E**

Train, direct, and evaluate the work of assigned professional and clerical staff. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to a four-year college degree in information systems or other related field including or supplemented by courses in systems analysis and programming, and five years of recent, progressively responsible experience in software systems development and programming. Three years of this experience must have included major responsibility for generating and maintaining system control programs and compilers for an IBM system 370 using one of the OS/VS operating systems.

LICENSES AND OTHER REQUIREMENTS:

None

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

COBOL and assembler language.
Technical aspects of field of specialty.
Reading and writing English communication skills.

ABILITY TO:

Update and maintain system control programs, compilers, and utility programs in an IBM system 370, OS/VS environment.
Establish and maintain effective working relationships with all levels of system analysts, programmers, operations staff, and vendor personnel.
Supervise and evaluate the work of others.
Plan and organize work.
Meet schedules and time lines.
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 office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to perform assigned duties; sitting or standing 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.

Revised 6.28.05 – PeopleSoft
Job Code 6741
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