

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Systems Development Coordinator	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Information Technology	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	054 AASD Supervisors'
REVISED	October 14, 2002		

BASIC FUNCTION:

Coordinate activities related to systems development techniques and methodology used by systems analyst/programmers.

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

Coordinate system development techniques for the Information Technology Department. **E**

Instruct project managers and technical staff in the application of system development methodology. **E**

Assist technical staff in the solution of systems and programming problems; assist in the development of long-range plans for the division. **E**

Evaluate and negotiate with vendors for the purchase of software packages; conduct training classes in the use of new systems and guide technical staff in the initial program development using new tools and techniques. **E**

Confer with staff in the use of micro and mainframe computers as they relate to the system development process. **E**

Identify individual training needs and provide assistance; serve as administrator of and maintain Information Technology security system to protect sensitive student and employee information; grant and revoke computer access privileges. **E**

Develop and coordinate Information Technology Department disaster recovery plan; evaluate software and hardware and make recommendations for possible acquisition. **E**

Train, select, supervise, and evaluate the work of assigned staff. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a major in information systems, business administration, or other related field and five years of progressively responsible experience in systems development and programming.

LICENSES AND OTHER REQUIREMENTS:

None.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

ABILITY TO:

Develop system used to evaluate products and make appropriate recommendations.
Train, supervise, and evaluate the work of others.
Establish and maintain effective working relationships with vendors, district staff, and other agencies.
Operate standard office equipment including microcomputers and related software applications.
Plan and organize work.
Meet schedules and time lines.
Maintain records.
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 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 3.30.04—PeopleSoft

Job Code 6725

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