

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7424
Pay Grade: E08

FLSA: Exempt

APPLICATIONS ADMINISTRATOR

MAJOR FUNCTION:

Performs responsible highly complex technical and analytical work involving the design, development and implementation of computer applications and/or systems. Provides supervision and team leadership. Work is performed independently and reviewed through observation, conferences and results achieved.

- Core Systems: Coordinates core systems that support district operations.
- Database: Coordinates reporting efforts including scheduled reports and functionality for users to create reports.
- Enterprise: Coordinates communication and data exchange between schools, district, and state.
- Reporting: Coordinates reporting efforts including scheduled reports and functionality for users to create reports.
- Web Applications: Coordinates the development of web applications for district users on the district intranet.

DUTIES AND RESPONSIBILITIES:

- Oversees the design of new data processing systems, applications, programs, and procedures.
- Installs, implements, and maintains systems/programs and corresponding procedures.
- Supervises employees. Monitors and evaluates performance.
- Ensures that proper instructions are provided to personnel and verifies the maintenance of quality standards.
- Provides project management for technology initiated activities.
- Maintains and enhances existing data processing systems and programs including computer operating systems.
- Maintains system and program documentation.
- Works with users of applications to implement systems. Answers users questions.
- Acts as a liaison among departments, functions, groups, or schools within the District. Communicates information to appropriate personnel.
- Works to resolve various system errors or failures. Identifies system problems and implements corrective actions. Addresses problems in hardware, software and procedures.
- Analyzes requests to develop and/or implement programs for schools or departments.
- May develop systems manuals.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university in Computer Science, or a related field plus five (5) years progressively responsible experience in programming, systems analysis and systems design work, to include three (3) years of information systems project management experience; experience with hardware and applications required; or an equivalent combination of education, training, and related Pinellas County School Board experience.

ISSUED: 4/01; BOARD APPROVED: 10/01; REVISED MF: 1/08 AK.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

APPLICATIONS ADMINISTRATOR

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending	X				
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Applications Administrator – PTS