

GRANITE SCHOOL DISTRICT
Classified Employee Job Description

Title _____ Systems Operator II _____

Supervisor's Title _____

Date Prepared _____ 4/97 _____ **Date Reviewed** _____ 3/99 _____ **Date Reviewed** _____

Employee/Incumbent Review ___ **Immediate Supervisor Review** ___ **GCEA Review** ___

Dept Aprvl _____ **HRM Aprvl** _____ **Superintendent Aprvl** _____

Location _____ **Lane** _____

Implementation Date _____ **ADA Review** _____

Job Summary

Enters payroll, cash report and other data into computer. Helps schools with information on attendance, grades, address changes, etc. Assures that students have but one number. Scans grades and term transmittals, CRT tests and GT out of level tests for school testing departments. Prints reports, locator cards, report cards, labels, etc. Provides a variety of support in the computer room. Answers phones and refers messages. Sets up all the Internet mail accounts. Helps correct student phone numbers. Assists with minor repair and adjustments of computers and system. Responds to calls on problems reported by district employees are having with their INTERNET accounts and assist them in fixing the problem.

Essential Functions

Enters payroll, cash reports for principal and community school, year-round track request letters. Corrects and runs reports. Provides school with information concerning attendance, grades, address changes, transcripts, etc. Assists schools in computer entry of enrollment, withdrawals, student record changes and corrections. Researches duplicate numbers for students and deletes one of them. Assists patrons in determining the proper schools for their children by locating their addresses within appropriate boundaries, Scans grade transmittals, mid term transmittals, CRT and GT out of level tests. Downloads information so reports can be run.

Backs up scanned information.

Troubleshoots problems with reports and scanner and may call for scanner repair. Runs and times CRT test for testing department. Prints reports, locator cards, mid terms, labels, etc. Performs deleving and bursting jobs preparing them for school pickup. Prints payroll and accounts payable checks, folding and sealing them. Sets backup tapes if needed. Makes network cables when needed and maintains a small inventory of typical network cables. Enter calls into the Help Desk. Answer phones and refer messages. Sets up new Internet users with mail accounts. Assures that students have correct phone numbers on file. Scans the "in" applications into Coldmine for further lookup on the mail account applications.

Assist patrons with looking up student information on the District Web Page. Assists district employees and schools with computer problems, reset ports, spools printers, check configurations and may have hub school pull its board as part of the trouble shooting. Assists with wiring new ports for additional computer hookups. Assists with inventory, stuffing

envelopes for school mailings, calling schools, etc.

Non-Essential Functions

Occasional other duties as assigned (within skill level).

Required Knowledge, Skill and Ability

Must be skilled in oral and written communication, basic math and interpersonal relations. Must be able to operate a scanner, burster, printer and data entry terminal.

Minimum Entrance Requirements for Training

High School diploma or equivalent.

Minimum Entrance Requirements for Prior Experience

Must have six months of job related work experience with demonstrated competence.

Note: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

Decision Making Authority

Prioritizes own work. Determines when it is necessary to call for equipment repair. Has significant input into decisions made by others. Adapts scanner for new forms.

Interaction with Others (Non-Supervisory)

Interacts with a variety of district personnel plus vendors and service personnel.

Supervision

N/A

Working Environment

Standard office conditions prevail. Some stress with high noise level in printing room, in meeting deadlines and resolving emergencies. May come in early when needed.

Physical Demand Characteristics

May be required to lift or move up to 50 lbs.