School District of Santa Rosa County

Job Description

Data Liaison

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| Reports to: Data Processing Manager | FLSA Status: Non-Exempt |
| Department: Data Processing | Prepared by: Human Resources |
| Date: June 11, 2015 | Job Code: 11040 |
| Position #: 44240 | Range: 15 |

**Principal Duties and Responsibilities (Essential Functions)**

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed.

Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others are presumed qualities and may not be listed specifically.

* Executes supplied programs, processes and procedures for transferring data to and from other computer processes which may include local and remote vendor supplied products.
* Acts as principal contact between Data Processing, school administration, district administration and vendors as it relates to the coordination of transferring data between systems and processes.
* Assists in performing duties related to the “Help Desk”.
* Performs related duties as required or assigned.

**Supervision Received:**

Data Processing Manager

**Supervision Exercised:**

None

**Minimum Qualifications & Skills Required:**

Graduation from High School or GED

Two years’ experience in computer operations

**Physical Demands:**

Requires sitting for long periods of time using computer software. Must be able to visit office work sites to plan and coordinate data transfer plans. Indoors. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Terms of Employment:**

Approved Compensation Plan

Educational Support Salary Schedule

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties and responsibilities or working conditions associated with the position.