

TITLE:***COORDINATOR - SCHOOL FOOD SERVICE TECHNICAL
SUPPORT***

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Three (3) years of successful experience in a computer related field to include: computer maintenance, program/operating system upgrades, technical support and training.
3. Successful experience in coordinating or participating in large complex projects.
4. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.
5. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

PERFORMANCE RESPONSIBILITIES:

Essential Functions:

1. Provides technical support to all School Food Service managers and office staff in the areas of mainframe applications, mainframe connectivity, WinSNAP, domain access, Microsoft Office, Omniform, hardware and other departmental or District programs or activities.
2. Assists with the planning, implementing and supporting of all computer procedures for the School Food Service Department.
3. Supervises the Technical Support Help Desk staff.
4. Participates in audit preparation.
5. Maintains computer functions including virus updates, program updates, operating system upgrades, backup systems and hardware upgrades.
6. Works with field managers, School Food Service managers, and principals to increase cashiering efficiency.
7. Aids with the needs assessment: evaluation of software and hardware enhancements for School Food Service managers and office staff.
8. Trains manager interns relating to computer hardware and software.
9. Installs computers, registers, printers and other peripheral devices at school sites and the School Food Service administration office.
10. Aids in the development of workstation images specific to the School Food Service managers and School Food Service administration office personnel needs.
11. Works at school sites to train School Food Service managers and cashiers on computer and register related procedures and attends area meetings to conduct group training.
12. Maintains confidentiality regarding School Food Service Department and business matters.

Additional Job Functions:

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 06/28/06
Salary Level: 16
Salary Range: \$40,187 - \$70,471
Bargaining Unit: M
Responsible to: Specialist

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.