

Anoka Hennepin Independent School District #11

Position Standard

Community Ed – Data Services Specialist

Essential Functions:

- Facilitate the assembly, design and implementation of data applications to support management decision making processes:
 - Analyze data needs and design data collection process.
 - Design and implement data application solutions.
 - Develop appropriate reports to meet mandated reporting requirements.
 - Assist in the coordination of data elements for payroll, personnel and finance departments.
- Serve as a data processing liaison between the Community Education Department and other school district departments:
 - Identify required data needs of the payroll, personnel and finance departments.
 - Design appropriate data collection processes.
 - Assure the accuracy and integrity of data elements.
 - Facilitate the migration of data.
- Identify, analyze, recommend and implement changes in Department data processes:
 - Interface with all community education program areas.
 - Develop computer programs for generalized use.
 - Develop enhancements to existing systems and applications.
 - Develop protocols and procedure manuals to insure consistent data entry.
- Assist technology coordinators:
 - Provide support and training for application end users.
 - Development of hardware and software recommendations,
 - Development of training materials.
 - Troubleshooting computer hardware and software problems.
 - Have knowledge of and provide support for a variety of program specific software applications authored in Panorama, Fox Pro, Word, and Excel.
 - Maintain remote backup system.
- Maintain a knowledge of emerging hardware / software applications as related to Department:
 - Attend appropriate seminars and professional workshops.

Minimum Qualifications:

- Post secondary degree or advanced technical training in management information systems.
- Previous experience with database administration in a multi-user environment.
- Experience in community education, recreation, or related field.
- Excellent communication skills, verbal and written, and good human relations skills.
- Experience in both PC & Macintosh platforms.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Must be able to lift a minimum of 20 pounds.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.

Community Ed – Data Services Specialist

Physical Factors includes:

- Constant: sitting, twisting/pivot, reaching, repetitive arm, simple grasp, firm grasp, fine manipulating, talking, hearing, near vision (up to 20’), midrange vision, far vision (over 20’), visual accommodation; field of vision;
- Frequent: standing, walking, lifting above shoulder, lifting waist to chest, lifting below waist, carrying, pushing, pulling, climbing, stooping, kneeling, feeling.
- Occasional: exposure to weather when driving is required.