POSITION DESCRIPTION

TITLE: Fiscal-Alpha Project Coordinator, Information Technology
LOCATION: Administrative Service Center
REPORTS TO: Manager, Information Technology
DEPARTMENT: Information Technology (IT)

SUMMARY STATEMENT:
Under the supervision of the Manager of Information Technology, the Fiscal/Alpha Project Coordinator will perform duties that require independent judgment and knowledge of District and departmental procedures.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and the general public in person, by telephone, via E-mail, and in writing.
2. Provide primary user support on the Washington School Information Processing Cooperative (WSIPC).
3. Provide hardware and application training for District personnel on the Fiscal/Alpha Information Systems.
4. Provide support in keeping the Fiscal and Alpha systems operational.
5. Assist and coordinate with District employees in the use of the Fiscal/Alpha Information Systems for all needs, including payroll preparation; accounts receivable/payable; personnel reporting; financial reporting; budget preparation; and all other related applications.
6. Manage all system data and program restores as needed to correct errors and corruption done by users, processes and technical issues.
7. Configure, purchase, install, and convert all Alpha system upgrades.
8. Troubleshoot system slowness issues.
9. Advise various technicians on setup and support issues.
10. Test, train and document upload process configurations for secured data protection of third party software, cash receipts, procurement cards, and Transportation payroll.
11. Act as alternate District representative to the Systems Advisory Committee.
12. Maintain and coordinate user documentation.
13. Coordinate State reporting consistent with due dates.
14. Travel from location to location to assist users.
15. Travel to the Washington School Information Processing Cooperative (WSIPC) in order to maintain an up-to-date understanding of the system.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
Hearing (66-100%)  Speaking (66-100%)  Vision (66-100%)
Sitting (66-100%)  Walking (33-66%)  Driving (33-66%)
Bending/Stooping (Up to 33%)  Writing (66-100%)  Lifting/Carrying up to 50 lbs. (33-66%)
Standing (33-66%)  Acceptable Attendance  Use of hands and/or arms for repetitive motion (66-100%)

MENTAL DEMANDS REQUIRED:

- Reading Documents (66-100%)
- Verbal Communication (66-100%)
- Written Communication (66-100%)
- Reasoning (66-100%)
- Multiple Concurrent Tasks (66-100%)
- Training (33-66%)
- Customer Contact (66-100%)
- Detailed Work (66-100%)
- Math (66-100%)
- Confidentiality (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), typewriter, telephone, calculator, copy machines, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. A minimum of three years of experience in data processing and/or accounting, or equivalent training.
2. Two years of experience in school district accounting preferred.
3. Demonstrated ability to communicate effectively in person, by telephone, via e-mail, and in writing.
4. Demonstrated organizational skills and a commitment to follow through on tasks.
5. Demonstrated ability to work independently with minimal supervision.
6. Demonstrated training skills.
7. Demonstrated ability to operate the tools and equipment listed above.
8. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
9. Demonstrated ability to maintain confidentiality of sensitive information.
10. Must be able to travel from location to location to assist users and attend various informational meetings out of the area.
11. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

260-261  Days Per Year (Includes Holidays)
8  Hrs. Per Day

PSE: ___________________________  Date: _______________

District: ___________________________  Date: _______________

Revised Date: 08/05/2008
Classification: Professional Technicians (PSE)
Class: Class IX
Display on Web? Yes

Fiscal-Alpha Project Coordinator, Information Technology