

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Management Information Technician	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	0557	WORK YEAR:	12 Months
DEPARTMENT:	Assigned Location	SALARY:	Range 47 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	04-26-82
		BOARD REVISION:	10-22-90
		HR REVISION:	06-06-12

BASIC FUNCTION:

Perform diverse, technical management information duties; assist in the collection and tabulation of data for federal and state reports; provide input regarding data collection procedures and computer software utilization; and analyze the output of data collection.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Research and analyze data utilizing computer database management and spreadsheet programs; coordinate the collection and preparation of data through computer-generated reports required by district personnel, or state and federal agencies; provide, update, and maintain data and reports required by outside agencies or the district. **E**

Monitor the progress and integrity of data submitted to federal and state agencies for funding; monitor and meet submission timelines for federal and state reporting requirements; submit grant applications. **E**

Operate a computer and related software to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries; operate standard office equipment. **E**

Assist with the coordination of projects with other departments to design and implement computer-generated reports and process data from a variety of software programs. **E**

Monitor and update teacher changes and codes; locate student documents, and make corrections as required; assist in troubleshooting data problems or answering questions for administrative or school personnel; distribute class and alpha listings, and maintain binders. **E**

Provide technical support and training to the department or adult agencies; provide training related to computer hardware and software; track and order computer hardware. **E**

Conduct workshops and presentations to provide information for staff pertaining to forms, procedures, and database management; attend workshops and meetings related to database management and computer software programs. **E**

Receive, monitor, and transmit documents; maintain binders with copies of all corrections made to computer tables; update and distribute management information procedural handbook, charts, and tables; prepare correspondence, make copies, file documents, order and maintain supplies and equipment; operate a vehicle to conduct work; lift light objects. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and four years of increasingly responsible experience in record-keeping, programming, and on-line database systems management.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California driver's license, and provide proof of insurance. Overall scores in computer software testing program preferred as follows:

Keyboarding.....55 Correct WPM
 Word.....80% Overall Score
 Excel / Access80% Overall Score

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Computer hardware, software, networking, and Internet search engines.
 Database management, word processing, record keeping, and reporting procedures.
 Statistical terminology and procedures.
 Oral and written communication skills.
 Interpersonal skills using tact, patience, and courtesy.
 District policies and procedures related to assigned function.
 Applicable sections of State Education Code and other state and federal laws.
 Correct English usage, grammar, spelling, punctuation, and vocabulary.
 Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.
 Understand program terminology.
 Operate a computer, related software, and standard office equipment.
 Learn and assimilate new programs or procedures, and analyze their value to the division.
 Perform computational tasks with speed and accuracy.
 Understand and follow oral and written instructions.
 Coordinate and conduct meetings.
 Troubleshoot computer hardware and software.
 Work independently, and meet schedules and timelines.
 Read, interpret, apply, and explain rules, regulations, policies, and procedures.
 Maintain records and prepare reports.
 Communicate effectively, both orally and in writing.
 Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
 Lift light objects according to safety regulations.
 Establish and maintain cooperative and effective working relationships with others.
 Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office or school environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; lift light objects.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date