

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

SYSTEMS SUPPORT SPECIALIST

Required Qualifications:

- High school diploma or equivalent
- Three (3) years of experience in computer operations, or equivalent of training and experience
- Ability to perform tasks involving the intermittent performance of moderately physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling or crouching, and that may involve the lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (15-30 pounds)
- Valid Florida driver's license

Desired Qualifications:

- Experience in the operation of an IBM AS/400 or the current mainframe hardware in use by the district
- Experience with the TERMS software package(s) or the current mainframe software package(s) in use by the district

Performance Responsibilities:

- Provide backup of all responsibilities of the Computer Operator position as needed
- Provide technical support and training to all staff utilizing the district mainframe software systems
- Coordinate the processing of student transcripts for Bright Futures and the Department of Education F.A.C.T.S. database
- Provide technical assistance to statewide mentoring programs, i.e. Take Stock in Children, College Outreach Program, McKay Scholarship or any programs currently active in the state
- Enhance data quality by identifying and troubleshooting data errors
- Assist the Support/FTE Specialist in FTE processes, survey processing and training
- Operate the district switchboard as required
- Perform other duties as assigned by the FTE/Support Manager and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the FTE/Support Manager and/or designee

Evaluation:

Annual evaluation done by the FTE/Support Manager and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category B

Job Code:

77535

Board Approved: 2/20/96

Revised: 01/20/09, 03/03/09, 05/17/11