

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

BUSINESS SYSTEMS COORDINATOR

Required Qualifications:

- Bachelor's Degree from an accredited institution in a business or technology related field and three (3) years of business systems application experience and user support. Or in lieu of the degree requirement, a high school diploma and seven (7) years of progressively responsible business systems application experience and user support
- A minimum of five(5) years of computer/enterprise system experience
- Ability to work with others and problem solve situations

Desired Qualifications:

- Experience training staff in the integration of technology for improved productivity
- Experience with Skyward Enterprise System
- Knowledge of Crystal Reports and ability to design, develop and modify reports as requested by users
- Knowledge of school management processes such as payroll, finance fixed assets, and state reporting

Performance Responsibilities:

- Understand and make recommendations for work flow to create the greatest efficiency and service to the employees
- Lead the design, installation, testing and implementation of solutions needed for access, security issues and application systems functions related to business and human resources technology systems
- Supervise, coordinates and provides training activities as relates to business and human resources technology systems with other departments, tracks progress, produces necessary documentation and status reports
- Supervise and designs the data interchange between application systems at end of period events related to financial, business and human resources technology systems
- Develop custom reports and data query tools/exports as requested to deliver necessary reports
- Coordinates salary schedule updates
- Act as a liaison between Business Services and Support Operations and the TIS Department to ensure continued support for all reporting requirements for Business Services and Support Operations
- Assist in reviewing reports with departments to ensure data integrity and validity
- Test fixes and perform post-resolution follow-ups to ensure problems have been adequately resolved
- Provide users with advanced product and service support

- Update reports to reflect the current fiscal year and new specifications required as a result
- Submit Skyward Service calls as needed
- Work to make sure processes are documented and regularly updated
- Work with all stakeholders to ensure the efficient operation of enterprise system
- Work with all departments to correct exceptions and survey edit areas as related to Business and Support Operations
- Utilize current technology, as appropriate, to perform job functions and participates in training programs offered to increase technology skill level, job proficiency, current trends and best practices relevant to area of responsibility
- Attend required local, state and other meetings/workshops/conferences for the purpose of collecting and sharing information with district staff
- Perform tasks in a timely and efficient manner
- Perform assigned tasks with a high standard of quality
- Keep Executive Director of Business Services informed of potential problems or unusual events
- Sustain focus and attention
- Perform other duties as directed

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 to the Executive Director of Business Services

Evaluation:

Evaluated by the Executive Director of Business Services

Terms of Employment:

249 day

Salary:

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

Job Code:

77308

Board Approved: 2/25/20

Revised: 6/23/20