

- TITLE:** Data Processing Technician
- QUALIFICATIONS:**
1. At least one year verifiable “hands-on” AS/400 experience.
  2. Experience in communications equipment installation, configuration, problem resolution, etc.
  3. Experience in Control Language (CL) Programming, AS/400 Query, PC Support, OfficeVision, etc.
  4. Experience in PC installation, DOS, word processing, etc. -- networking experience a plus!
  5. Must have good communication skills - will serve as “trainer” and “problem solver” with users.
  6. Must be a good “self-starter” and exhibit strong initiative to keep current with technical advancements as they relate to the district’s needs.
  7. Will perform system security officer functions including new release installation, PTF installation, device configuration, etc.
  8. Salary range of ~~\$20,000 to \$30,000~~.
  9. Involved with local DP groups to keep skills current.
  10. Must be prepared to develop policy regarding security/back-up etc.
- REPORTS TO:**
1. Superintendent of Schools.
  2. Delegated supervision to the Business Manager in the management of equipment and operations of the Central Office.
  3. Delegated supervision to other administrators when working directly in their area or facility.
- JOB GOAL:** To review, implement, modify, and update vendor-supplied software packages and maintain packages through debugging and tuning programs; conduct necessary familiarization and training of all users; be central to all communication links to and from the computer system and conduct all necessary troubleshooting; establish necessary troubleshooting; establish and maintain necessary security to prevent unauthorized access and loss of stored data.
- ESSENTIAL FUNCTIONS:**
1. Manage and operate the system efficiently.
  2. Train users to use the system effectively.
  3. Recommend security policies and applications priorities.
  4. Participate in user group meetings for AS/400 users and CIMS software users.

PHYSICAL REQUIREMENTS:

1. Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. The amount and kind of climbing required exceeds that required for ordinary locomotion.
2. Stooping: Bending body downward and forward by bending spine at the waist, requires full use of the lower extremities and back muscles.
3. Kneeling: Bending legs at knee to come to a rest on knee or knees.
4. Crouching: Bending the body downward and forward by bending leg and spine.
5. Crawling: Moving about on hands and knees or hands and feet.
6. Reaching: Extending hand(s) and arm(s) in any direction.
7. Pulling: Using upper extremities to exert force in order to draw, drag, haul or rug objects in a sustained motion.
8. Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. Requires the substantial use of the upper extremities and back muscles.
9. Fingering: Picking, pinching, typing/keyboarding or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
10. Grasping: Applying pressure to an object with fingers and palm.
11. Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
12. Talking: Expressing or exchanging ideas by means of the spoken word.
13. Hearing: Ability to receive detailed information through oral communication.
14. Repetitive motions: Substantial movements (motions) of the wrists, hands, and or/fingers.
15. Medium work: 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 constantly to move objects.
16. Visual Acuity--Inspection, Close Assembly, Clerical: Work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal extensive reading, visual inspection involving small defects, small parts, operation of machines (including inspection), using measurement devices, assembly or fabrication of parts at distances close to the eyes.
17. The worker is subject to all environmental conditions: Activities occur inside and outside.
18. The worker is subject to hazards which include a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.

TERM OF EMPLOYMENT: Twelve (12) months

SALARY RANGE: Determined by qualifications and job performance

EVALUATION: Performance of this job will be evaluated annually by the Superintendent of Schools.

Revised 4/94