Santa Maria-Bonita School District
OFFICE AUTOMATION SPECIALIST

BRIEF DESCRIPTION OF JOB

Under the direct supervision of an assigned Administrator, perform specialized clerical functions, coordinate the computerized plan and database programs, maintain statistical records, and other related work as required.

EXAMPLE OF DUTIES AND RESPONSIBILITIES

Perform functions including, but not limited to, scheduling and conducting computer inservice on district supported software and hardware, technical services, and hardware service calls; assist in revision, formulation, and implementation of record management systems and procedures, including student attendance systems; may perform lead functions within a specialized record management system, which may include the preparation of technical and complex reports *E*; prepare and verify the accuracy and completeness of files, records, and reports; prepare system input data for computer-based systems and analyze, verify, and reconcile output reports; may interpret and provide information regarding routine legal mandates, policies, regulations, and operational guidelines to district personnel *E*; provide technical information to county, state and federal agencies; perform basic database programming to automate file building and report generation for departments and school sites; modify and enhance software programs to meet user's needs; answer questions on use of software, analyze problems and recommend solutions, and assist district staff with problems involving computer systems; operate all business office machines and equipment; and other duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:
Principles and techniques of programming for data processing;
Use, capacity, characteristics and limitations of computers and related equipment;
Database management systems, Word Perfect, Microsoft Office, Oracle, SQL , and dBase IV;
Methods, practices and procedures of record management systems;
Operation of computer-assisted record management systems;
Modern office practices, procedures, and techniques;
Organization and planning methods.

Ability to:
Communicate effectively both orally and in writing;
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EDUCATION AND EXPERIENCE

Any combination equivalent to: Completion of two years college study in management information systems or a closely related field, supplemented by training and coursework in office automation, business organization and planning, information systems, or closely related fields; and training, education and experience which demonstrates an ability to perform the duties of the position, which includes a minimum of two years of increasingly responsible experience in an information systems environment.