

Monroe County Schools

Data Manager

Job Description

Qualifications:

1. Associates degree or equivalent years of experience
2. Completion of course of study in computer operation, data management, or related areas.

Desired Experience:

- Experience creating and using databases, such as SQL, Microsoft Access, etc.
- Experience using Microsoft Windows Server and its various features, including but not limited to, Active Directory, Powershell, Group Policy, Windows Deployment Services and Print Management
- Experience using Microsoft System Center and its various features.
- Experience in technical support
- Experience in hardware/software troubleshooting, both in person and remotely
- Experience in networking is preferred, but not required

Reports to:

Superintendent and/or Technology Director

Supervises:

Contract workers

Performance Responsibilities:

1. Develop and implement procedures for effective data management
2. Create rules and procedures for data sharing
3. Oversee and manage staff members in the daily use of data systems
4. Regularly monitor and evaluate information and data systems that could affect analytical results
5. Assess system performance and make recommendations for software, hardware, and data storage improvements.
6. Manage all incoming data files
7. Continually develop data management strategies
8. Assist with recognizing and upholding digital security systems to protect delicate information
9. Assist Technology Director with maintenance of networks and servers
10. Assist Technology Director with technical support tickets and phone calls.
11. Maintain confidentiality regarding school/workplace matters
12. Model and maintain high ethical standards
13. Demonstrate initiative in the performance of assigned responsibilities

14. Participate successfully in the training programs offered to increase skill and proficiency related to assignments
15. Keep supervisor informed of potential problems or unusual events.
16. Respond to inquiries and concerns in a timely manner
17. Exhibit interpersonal skills as an effective team member
18. Demonstrate support for the school system and its goals and priorities
19. Demonstrate initiative in identifying potential problems or opportunities for improvement
20. Prepare all required reports and maintain all appropriate documentation
21. Effective human relations skills
22. Effective written and oral communication skills
23. May be required to work beyond the 40-hour week
24. Perform other tasks consistent with the goals and objectives of this position

Physical Requirements:

Light work Exerting up to 40 pounds of force occasionally, and/or up to 20 pounds of force as frequently as needed to move objects. You may also be required to crawl, sit, squat, bend, reach, walk, or climb a ladder and work over your head.

Terms of Employment:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.