# Hernando County School Board
# Florida

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**SYSTEMS SUPPORT ~~SPECIALIST~~TECHNICIAN**

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## Required Qualifications:

- High school diploma or equivalent
- Three (3) years of experience in computer operations, or equivalent of training and experience
- Valid Florida driver's license

## Desired Qualifications:

- Experience in the operation of the current hardware in use by the district
- Experience with the Skyward SIS/ERP software package(s) or the current software package(s) in use by the district

## Performance Responsibilities:

- Provide technical support and training to all staff utilizing the district mainframe software systems
- Process and validate the Department of Education survey formats in a timely manner
- 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 FTE processes, survey processing and training
- Operate the district switchboard as required
- Perform other duties as assigned by the Supervisor of TIS 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 Supervisor of TIS and/or designee

## Evaluation:

Annual evaluation done by the Supervisor of TIS 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, 05/28/2019