

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	%OF TIME D,W,M ,A,Q	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty or	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
<p>1.06 Establishes and coordinates appropriate training activities for technical skills of appropriate staff.</p> <p>1.07 Performs skilled tasks with networks to solve range of system and machine adjustment and operating problems.</p> <p>1.08 Coordinates installation, upgrades, and operation of all local area and wide area networks.</p>	M			<p>ABILITY TO:</p> <ol style="list-style-type: none"> 1. Plan 2. Communicate 3. Allocate 4. Organize 5. Analyze 6. Supervise 	<p>1.06 Appropriate staff receive technical skills.</p> <p>1.07 Networks are maintained and are operational.</p> <p>1.08 Local area networks are operational and functioning.</p>
<p>2.00 CLIENT SUPPORT</p> <p>2.01 Reviews, evaluates, and recommends alternatives and solutions for computerized administrative applications.</p> <p>2.02 Coordinates the interfacing of application systems with hardware configurations and technical operating systems.</p> <p>2.03 Surveys market for new "user friendly" software products, personal computers, and decision support systems and coordinates the installation of selected products.</p> <p>2.04 Provides procedures for documentation and training of products to be used by clients.</p> <p>2.05 Provides client support on productivity tools at individual, department, school, or district level.</p>	C 4				<p>2.01 Administrative computer applications are kept current.</p> <p>2.02 Application computer systems interface appropriately with technical hardware and operating systems.</p> <p>2.03 User friendly software and hardware needs are met and installed.</p> <p>2.04 Clients are trained properly and documentation is provided.</p> <p>2.05 Client support to various levels is provided.</p>

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% OF
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NECESSARY SKILLS

KNOWLEDGE, ABILITIES

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Performs such individual assignments as the Director of Business Services may direct; establishes and maintains effective work relations within the department, the district and the community, and maintains professional competence, knowledge and skill necessary for the satisfactory performance of all assigned responsibilities.