18. Describe in detail the specific duties and responsibilities assigned to this position. Identify Essential/Marginal functions. Essential Functions are those tasks or functions that are fundamental to the position. Marginal Functions are those tasks or functions that are performed by the incumbent, but are not necessary to the position. Attach additional sheets, if necessary, to properly describe the position. Duties and responsibilities should equal 100% of time.

**ESSENTIAL JOB FUNCTIONS**

20% Coordinates and participates in the planning, design and implementation of computer systems for the University Housing Department. This would include reviewing and assessing software programs and hardware for accuracy and compliance with departmental University requirements.

20% Develops specialized reports and programs for management needs, to include working with all units of Housing for the identification and procurement of all data necessary for the functions of running the customized reports and programs. This would include but not limited to the generation of a weekly status report(s) for the Housing Management Team on the status of all projects.

15% Prepares and distributes analytical and or statistical reports, letters and memoranda that pertain to automation related issues and topics.

15% Provides instruction and training in the use of computer equipment and software. Such programs may include MICROFT products, RMS, Outlook, Access and other software that is related to the needs of University Housing.

5% Maintains and monitors the distribution process of all software and hardware for University Housing areas in relation to all automation equipment and components.

5% Coordinates and participates in the planning, design and implementation of the University Housing Department’s web page. This would include maintaining all data elements and ensuring that all necessary updates to the web site are made in a timely and accurate fashion.

5% Maintains and monitors the internal computer systems of University Housing. This includes notification to management of any concerns and/or issues.

5% Outlines and assists in the writing, preparing and maintaining procedures manuals which include system description, general flow charts, computer operation instructions and other information that is required by the University Central Computing areas.

3% Serves as liaison for University Housing with ITS regarding all automation software and hardware concerns.

**MARGINAL JOB FUNCTIONS**

2% Assists with the ordering and maintaining of computer related supplies and forms.

2% Prepares and tracks the status of all computer and software related licenses.

3% Responsible for maintenance of departmental files concerning this area of University Housing.

Performs other related office duties as required.
Position Number: 20071

19. **Subordinates**: List class codes, official class titles, and position numbers for each position that reports directly to this position.

   N/A

20. **Supervisor’s Position Number**: 20060  Class Code: 9427  Class Title: **Coordinator Student Affairs**

21. **Working Hours**: a) Daily from 8:00 AM to 5:00 PM  b) Total hours per week 40  c) Explain any variations in workweek, split shifts, on-call status, or rotations.

22. **Knowledge, Skills, and Abilities**: List specific knowledge, skills, and abilities required in this position. Use additional sheets, if necessary.

   This position requires a full working knowledge and experience in the usage of the following software products:
   
   • Database management using either SQL or Oracle
   • Crystal Reports
   • Microsoft Office Products
   • Strong background in Access
   • Acrobat 6.0 or higher
   • HTML
   • Dream Weaver
   • Outlook

1. Knowledge of general office policy and procedures.
2. Knowledge of office automation equipment.
3. Excellent customer service skills in dealing with both computer technical and non-technical data users.
4. Skills in the installation of computers both hardware and software, including computer related equipment.
5. Skills in the usage of a scanner and digital camera.
6. Excellent written and verbal communication skills.

23. **Required Licenses/Certifications/Other Specific Requirements of Law**: Please review statements below check all that apply.

   X This position requires police background check and/or fingerprinting, Florida Statues.

   □ This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statues.

   □ This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.

   □ This position requires licensure, certification or other special requirements described below.

24. **Signatures**: I certify that the duties described are accurate and reflect the responsibilities officially assigned to the position and that any required licensure(s), certification(s) and/or other specific requirement(s) by law are so indicated.

   ___________________________          ___________________________          ___________________________
   Name of Incumbent (Print)       Signature     Date

   ___________________________          ___________________________          ___________________________
   Name of Immediate Supervisor (Print)             Signature                                   Date

   ___________________________          ___________________________          ___________________________(Vice President, Dean, Director, Department Head or other administrative officer)
   Name of Reviewing Authority  (Print)     Signature     Date

25. **University Personnel Relations Office Review**:

   ___________________________          ___________________________
   Director, University Personnel Relations                     Date
7. Ability to work independently and take initiative.
8. Ability to work effectively with others.
9. Ability to assist in creating technical specifications for new equipment and in obtaining price quotes. Work with vendors to resolve technical issues, obtain warranty services and maintain current software updates and security on systems.
11. Ability to monitor server and related computer equipment performance.
12. Ability to maintain confidentially on matters pertaining to student and University interest.