

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Computer Operations Coordinator
Child Nutrition

Department: Child Nutrition

Grade J
H.P.D. 7.5
D.P.Y. 260

Job Description

Date Reviewed: August 2021

Reports To: Child Nutrition
Equipment Manager

Purpose of Job

The purpose of this job is to coordinate all Child Nutrition Department district-wide computer and software needs and provide overall general support to the Child Nutrition Department for the ultimate health, comfort, and benefit of all students. Duties and responsibilities include but are not limited to; implementing various computer software programs, acting as liaison between the Child Nutrition Department and Technology Department to communicate general needs, researching and reporting departmental computer needs to the Child Nutrition Director, installing upgrades, importing/exporting student files, creating confidential reports/spreadsheets for departmental needs, troubleshooting computer issues, resolving accounting related issues within the software, assisting managers with bank deposit reconciliations within the software, providing detailed instructions/training to Child Nutrition staff on multiple topics related to position, and providing responsive support for the computer users throughout the cafeterias.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Coordinates with District network administrators on network utilization to ensure the Cafeteria computers and monitoring systems are properly assigned and have access to the network.

Coordinates and assists in server maintenance, upgrades and troubleshooting with district System administrators.

Functions as the central point of information with regard to department technical issues

Coordinates with software vendor to facilitate software and Database repairs

Coordinates with software vendor to create recommended additions and corrections to current modules to help enhance the effectiveness of the software.

Conducts repairs and necessary replacements, and/or upgrades of hardware and software at user sites.

Installs hardware and software on all Child Nutrition Department computer systems and provides necessary updates.

Maintains a working knowledge of various computer equipment and software programs. Attends training sessions as needed.

Research system requirements, purchases components, and builds computers for workstations and point of sale systems that meet or exceed the requirements of current and future software needs.

Provides users with hardware/software support and instruction on computer and software utilization

Performs routine maintenance and upgrades on software programs and reports; tests/troubleshoots for errors.

Implements roll over process during the summer months for cafeterias and free and reduced program.

Imports student database files and imports direct certification files-identifies duplicates and “cleans up” files before transmission to sites.

Ensures the data imported and maintained meets Federal, State and District requirements

Imports or takes students photos for Point of Sale System.

Assist in bid process.

Assist in processing Free and Reduced Priced Meal Applications.

Assist in data collections for Free and Reduced Priced Meals.

Assists sites in accounting for monetary discrepancies and facilitates correction of transactions at point of sales

Assists managers and accountants in researching and correcting financial variances within bank deposits to reflect correct amounts and balance the daily bank deposits.

Performs customer service support/troubleshooting for district parents/guardians/staff in the use of our parent online payment software system.

Reviews and corrects duplicate reimbursable meals for the district.

Assists in monitoring and maintaining the Inventory control module within the software

Sets-up all user accounts and permissions on the Department Server and within the software

Composes documents to relate instructions, training, and procedures for internal dissemination as needed

Addresses and resolves concerns at the district level of parents/guardians and staff as they relate to position

Implementation of nutrient analysis program.

Install and Maintain Freezer Cooler monitoring system

On call at a moment's notice—must be willing to work flex schedules varying from early morning to late afternoon and evening to accommodate the needs of the department.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in Computer Technology. Experience in installing computer software in multiple computers preferred.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and computer including a mainframe computer, personal computer, printer, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active to light work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers or assistants. Must be able to communicate instructions to individuals possessing varying degrees of computer knowledge.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Computer Operations Coordinator-Child Nutrition. Requires the ability to understand and communicate within computer operating systems to include windows, Microsoft Office, Word, Excel, etc. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand basic to relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Computer Operations Coordinator-Child Nutrition.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; compute discount, interest, profit and loss, ratio and proportion; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the position of Computer Operations Coordinator-Child Nutrition.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing -perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

KNOWLEDGE OF JOB

Has considerable knowledge of the policies, procedures, and activities of the School System and Child Nutrition Department practices as they pertain to the performance of duties relating to the job of Computer Operations Coordinator-Child Nutrition. Has thorough knowledge of child Nutrition Department practices as necessary in the completion of daily responsibilities. Keeps abreast of changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operation and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Is knowledgeable and proficient with computers. Is willing to participate actively in the Food Service Organization-to include attending conferences and seminars to benefit the food service operation and the computer operations.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date