

SPECIALIST- NUTRITION SERVICES DATA SYSTEMS

DEFINITION:

Under the supervision of the Director of Nutrition Services, performs complex record analysis activities relative to the Nutrition Services Department's software; perform functions related to student search queries, user permission administration, document management, state reporting and user support; performs a variety of technical duties in the management of the Nutrition Services software and related student information databases; prepares and maintains manual and automated records and assures accuracy of input and output data.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Supports Nutrition Services and department staff users of the nutrition services software, including help department staff, creation and maintenance of help documents, and training videos.
- Provides direct support for department, school and district staff, IUSD families and others as needed.
- Inputs data into an assigned computer system and generates a variety of reports.
- Ensures student data is correct and in compliance with the California Department of Education and Federal requirements.
- Develops and maintains a regular schedule of searches related to ensuring accurate Nutrition Services records and data.
- Receives, compiles and verifies a variety of information; prepares and maintains a variety of confidential manual and automated records related to nutrition services.
- Develops spreadsheets; compiles, records and reports data, initiates queries and generates a variety of mandated and requested computerized reports according to established procedures and timelines; assure accuracy of input and output data.
- Resolves integration issues between the nutrition services software and the student information system.
- Prepares and distributes documentation and training resources concerning software and system issues, procedures, usage, maintenance and configuration.
- Establishes and maintains record systems and files: updates and maintains complex records and reports related to assigned program and activities including those of a confidential nature; prepares Board reports and agenda items as assigned by the position.
- Generates and modifies various documents as assigned; compiles reports, handbooks and special projects from a variety of sources; initiates queries and generates various computerized lists and reports as requested.
- Performs various clerical duties in support of assigned functions as required.
- Updates and maintains complex records and reports related to assigned program and activities including those of a confidential nature.
- Maintains and updates nutrition services website and intranet information.
- Operates a variety of office equipment, a computer and assigned software.
- Generates, analyzes, and distributes various reports as needed.

QUALIFICATIONS GUIDE

Knowledge of:

- Student information system, spreadsheet and data processing systems.
- Nutrition Services procedures and terminology.
- District procedures, rules and regulations concerning Nutrition Services programs.
- Applicable sections of the State Education Code and Federal programs.
- Methods of collecting and organizing data and information.
- Correct English usage, punctuation, spelling and grammar.
- Statistical record-keeping and report-writing techniques.
- Reporting procedures, record keeping, and report generation
- Current methods, practices, and procedures involving the use of network and computer technology and related equipment.

Ability to:

- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Assure accuracy of data input and management.
- Maintain confidentiality of student information.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Verify accuracy of data input and output.
- Type or input data at an acceptable rate of speed.
- Communicate effectively both orally and in writing.
- Create and maintain databases for information and analysis.
- Learn and effectively use network and systems hardware/software specific to District needs.
- Read, comprehend, and apply complex instructions and technical literature.
- Train or assist in providing training to users in the District.
- Generate and maintain records and reports.
- Work effectively with minimal supervision.
- Communicate effectively both orally and in writing.
- Work effectively under pressure in a fast-paced environment and under strict deadlines.
- Make mathematical calculations with accuracy.
- Work efficiently with frequent interruptions.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and three years experience operating a comprehensive database system.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Bending the waist, kneeling or crouching to file and retrieve materials.
- Lifting, carrying, pushing or pulling objects up to 25 pounds.
- Seeing to read a variety of materials.

WORK ENVIRONMENT:

Indoor/Office environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.