

**Job Title: CHILD NUTRITION COMPUTER SYSTEMS SPECIALIST**

**Definition:**

Under the general supervision of the Assistant Superintendent of Business Services and direct supervision of Director of Child Nutrition Services, maintains and operates the Child Nutrition Services Department's computer network, repairs computer and network hardware, installs and maintains software, and provides training and support of data network and user software needs.

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Designs network layout and installs new network and computer equipment in the Child Nutrition Services Office and school kitchens as needed, and where appropriate.
2. Installs and configures wireless networking hardware.
3. Performs repairs of personal computers (PC) and related hardware.
4. Upgrade existing computers including replacement of power supplies, motherboards, RAM, etc.
5. Provide support and administration for the Child Nutrition Services department's networking operations including LANs, interface with the District's WAN, and related software.
6. Install new workstations including necessary network hardware and software.
7. Install new software on local hard drives.
8. Operates a wide variety of computer peripheral equipment.
9. Create a variety of custom reports and data files.
10. Research hardware and software needs for the Child Nutrition Services department, including preparing specifications and purchase orders.
11. Review and revise technology procedures and routines for the Child Nutrition Services department.
12. Assist Director of Child Nutrition Services with various projects and duties.
13. Assist in the evaluation of proposals for new services and directions for the Child Nutrition Services department.
14. Perform maintenance on network and computer equipment.
15. Maintain the Child Nutrition Services Office server as well as servers located at the middle school kitchens and selected elementary site kitchens.
16. Prepare and conduct training for users.
17. Keep the Information and Technology Services department informed as to plans and activities that affect the District's networking system.
18. Perform daily, weekly, and monthly backups of all data.
19. Archive essential data annually.
20. Maintain security of the Child Nutrition Services network, including maintaining password security and timely updates of all anti-virus and firewall software.
21. Maintain communications between the Child Nutrition Services office and site kitchens' computer equipment, assuring the constant and timely flow of data and information.
22. Maintain enrollment updates between the Child Nutrition Services' computer system and the District's student information system.
23. Performs other duties as assigned.

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**Minimum Knowledge, Skill and Ability:**

**Knowledge of:**

- Computer repair
- Microsoft Access and Microsoft SQL databases
- Point-of-Sale systems
- Microsoft Office software
- Modern Office methods and procedures

**Skill and Ability to:**

- Work with database files
- Train others in use of computer hardware and software
- Communicate both verbally and in written forms
- Analyze situations and propose solutions
- Troubleshoot hardware and software problems
- Maintain harmonious relations with staff and public
- Maintain professional confidentiality

**Training and Experience:**

High School Diploma and a minimum of two years of college with emphasis in information and technology. Combination of two years experience and/or specialized training courses in computer repair; combination of two years experience and/or specialized training courses in networking; combination of two years experience and/or training in Point-of-Sale system.

**Physical Requirements and Working Conditions:**

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work, which may require sitting for prolonged periods.
- Is subject to inside environment conditions.
- May be required to work at a computer terminal for prolonged periods.
- May be required to take and pass a physical examination.
- Will be required to have a live scan fingerprinting completed and cleared prior to beginning work.

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<b>Physical Demands:</b>	<b>HPD = Hrs. Per Day</b>		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing		X	
Walking		X	
Bending (neck)		X	
Bending (waist)		X	
Kneeling		X	
Reaching		X	
Stooping		X	
Crawling		X	
Twisting (back & neck)		X	
Climbing		X	
Pushing/Pulling		X	

		<b>Lifting</b>			<b>Carrying</b>	
	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 – 10 lbs.		X			X	
11 – 25 lbs.		X			X	
26 – 50 lbs.		X			X	
51 – 75 lbs.	X			X		

<b>Mental Demands:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise		X	
Interpret Data			X
Organize			X
Write		X	
Plan		X	
Multi-Task			X

<b>Equipment Use:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone		X	
Copier		X	
Computer			X
FAX Machine		X	
Radio	X		

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