

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Chief Data Input Specialist

JOB CODE: 5097

DEPARTMENT: As Assigned

PAY GRADE: 20 (UO)

DATE: 01/29/01

BASIC OBJECTIVES

This is limited supervisory work assigning, coordinating, and reviewing the work of employees engaged in the transcribing of alpha and numeric data into a form suitable for electronic data processing. The work normally involves responsibility for maintaining information management activities for an operational work unit or a specific administrative management application.

JOB TASKS/RESPONSIBILITIES

1. Assigns or reviews the work of staff engaged in the input, retrieval and management of source data; consults immediate supervisor regarding work activity timetables and priorities, and monitors the work of data input personnel to insure the timely and efficient processing of source information.
2. Monitors the operation of the specific MSA applications and consults with OIT Systems and Programs personnel regarding operating structure of the particular application, access and data input procedures, screen format, system enhancements and modification, and administrative system interfaces.
3. Develops and maintains operating methods and procedures, and assists data input personnel to resolve discrepancies in source data, access applications system or enter and maintain information, and audit daily change or production reports.
4. Operates data entry equipment and other devices as required to maintain production schedules, in the absence of other data input personnel, or during peak periods.
5. Proctors data entry tests, trains new employees and instructs data input personnel in the proper operation of data entry devices, special input or retrieval techniques, or new methods.
6. Assists administrative or managerial personnel in planning major work projects and prepares such reports as may be necessary to effectively manage the day to day activities of the work unit.
7. Maintains such records as are required to maintain the operation of the work unit.

8. Performs related work as required or as assigned.

PHYSICAL REQUIREMENTS

This is sedentary work which requires the following physical activities: sitting, finger dexterity, repetitive motions, hearing and visual acuity.

MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from high school or an equivalent recognized certificate.
2. Completion of vocational/technical or college-level coursework in computer technology, programming, or related discipline.
3. Progressively responsible clerical and data entry experience, including some experience with the specific MSAF application utilized by the work unit to which assigned.

OR

Any equivalent combination of acceptable training and experience.

4. Must demonstrate competency by passing the appropriate clerical examination.

Prior revision date (s): 04/25/80, 02/26/93