



## Child Nutrition Systems Support Specialist

### **JOB DESCRIPTION**

The Child Nutrition Systems Support Specialist, under the direction of the Director of Child Nutrition, is responsible for the maintenance, operation, and enhancement of the Child Nutrition computer systems. Provides end user support and serves as the central contact for hardware and technical support for the Child Nutrition computer systems.

### **EDUCATIONAL AND CERTIFICATION REQUIREMENTS**

- Bachelor's degree in computer science or related field preferred, or Associates degree with three years experience
- Valid Texas driver's license

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Experience in the maintenance and support of multi-user computer system preferred
- Experience in report writing using SQL, IQ, or other database report writer systems
- At least two years of relevant experience required

### **DUTIES AND RESPONSIBILITIES**

1. Installs, maintains, troubleshoots, and upgrades the child nutrition systems, including software, hardware, and data
2. Performs and tests backups of child nutrition systems
3. Maintains and provides access in a timely manner to archival data
4. Coordinates and performs the import and export of data between disparate systems and the child nutrition system
5. Acts as a liaison between Judson ISD and the child nutrition vendors
6. Acts as a liaison between Child Nutrition and the Technology Department in order to facilitate installation and use of network applications and services
7. Acts as a liaison between the Child Nutrition department and the campuses as it pertains to their software and hardware needs
8. Develops training documents and provides training to end users
9. Demonstrates ability to work with others in a positive, productive manner
10. Is active in professional organizations, which enhance the growth of the individual and supports the District's mission
11. Conducts oneself in a professional and ethical manner
12. Performs other duties as assigned

### **MENTAL DEMANDS**

Ability to communicate effectively (verbal and written), concentrate, interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

### **PHYSICAL DEMANDS**

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, some travel within the District and outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

**PAY SCALE: PO3**

**NUMBER OF DAYS: 226**

**Child Nutrition Systems Support Specialist  
Page Two**

**The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.**

*Revised  
12/12/07*