



DOE HUMAN RESOURCES OFFICE

CHUUK STATE SCHOOLS SYSTEM

EMPLOYMENT OPPORTUNITY

The Department of Education wishes to recruit an appropriately qualified and motivated FSM citizen who works well under pressure and is willing to take personal leadership for his/her professional development. US citizens or third nationals shall be employed only when qualified FSM citizens are not available. All interested applicants are requested to contact the DOE HR Office or the Department of Education @ (691) 330-5430/6730 for more information.

EA. No. **CSSS-020-2014**

Opening Date: 23 June 2014

Closing Date: 23 July 2014

Position/Title: Information Systems Coordinator
Grade/Step: PL 27 - 29
Salary: \$9,975.68 to \$11,375.52 p/a

Location: Division of Planning and Development
Department of Education
Weno, Chuuk State

Position Supervised by: Chief, Planning and Development

SUMMARY:	The Information Systems Coordinator has overall responsibility for the design, development, installation, operation, and support of all department computer systems and related peripheral equipment. Responsible for the development and maintenance of the department databases required to meet local, state, national, and federal reporting needs. Oversees the application of information and computer technology and software to solve problems, including the use of word processing, spreadsheet, and graphics software to develop statistical reports. Functions as an effective member of the Division's leadership team.
ESSENTIAL DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none">• Work with the Division Chief to develop a strategic direction for the development and maintenance of CDOE information systems.• Work with the Department leadership to identify data needs.• Recommend hardware purchases, software acquisition/development, and the utilization of contract services.

	<ul style="list-style-type: none"> • Evaluate service requests and determine the ability of the Department to provide services, and the timeframe in which they can be delivered. • Prepare requests for proposals and associated scope of work statements, and confer with appropriate Department management on award recommendations; monitors and inspects work of contractors for workmanship and adherence to contractual agreements. • Maintain and improve designated databases. • Provide training and technical assistance to central office staff, regional service center staff, principals, and other systems users as appropriate. • Supervise data entry, the development of report specifications and formats, and printing reports. • Provide direction to data entry staff and assure that accurate information and data are submitted to the Department by schools on a regular and timely basis. • Define, implement and maintain documentation of procedures for database managers, and develop and update a procedural manual for users of databases. • Disseminate data and information to the Department's leadership team and to appropriate regional and school leaders in a timely manner. • Supervise and evaluate the performance of assigned personnel. • Perform other related duties, as assigned.
REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:	<ul style="list-style-type: none"> • In-depth knowledge of one or more relational database management systems (RDMS), such as those using structured query language (SQL)(e.g., Microsoft SQL Server, Oracle). • Working knowledge of principles of database management and documentation, and the specification and formatting of reports using database software. • Identify problems, analyze data systems, and develop effective solutions. • Strong word processing and spreadsheet application skills. • Strong organizational and record-keeping skills. • Excellent oral and written communication skills; ability to use correct English usage, grammar, spelling, punctuation, and vocabulary. • Strong interpersonal skills; ability to communicate effectively and work collaboratively with administrators, staff, community, and State and Federal education officials. • Read, interpret, and apply technical manuals and other documents. • Design and implement backup data system to ensure integrity of the student database. • Identify and document work systems and procedures.

	<ul style="list-style-type: none"> • Provide training for staff in the use of database, spreadsheet, and word processing systems. • Read, interpret, and follow rules, regulations, policies, and procedures. • Ability to perform work within changing priorities. • Ability to meet schedules and timelines.
EDUCATION AND EXPERIENCE:	<ul style="list-style-type: none"> • Associate (two-year) degree in Computer Science, Information Technology, or related field is required. • Bachelor's degree in Information Technology or Computer Science is preferred. • Five years of experience in computer systems design, programming, troubleshooting, data management, and hardware and software maintenance is required.
POSITION REQUIREMENTS:	<ul style="list-style-type: none"> • Maintain professional appearance and conduct. • Consistently exercise professional judgment, including work habits, regular and timely attendance. • Able to work in an office, school and field environment. • Physical demands: <ul style="list-style-type: none"> ○ Dexterity of hands and fingers to operate a computer keyboard. ○ Seeing to read a variety of reports and documents. ○ Sitting for extended periods of time. ○ Hearing and speaking to exchange information.
MATERIALS AND EQUIPMENT USED:	<ul style="list-style-type: none"> • Personal computer. • General office equipment such as telephones, fax, and copy machines. • Word processing software including Word, PowerPoint, Excel, and additional special software required for the position.

TO APPLY:

Applicants must obtain application and submit or e-mail application and/or resume to:

Human Resources Office
Department of Education
Weno, Chuuk FM 96942
(691) 330-5430/6730
augustinetakashy@gmail.com