

# **DOUGLAS COUNTY SCHOOL DISTRICT**

## **Position Title: Document Manager**

Reports to: Information Services Director; Information & Technology Services

### **POSITION SUMMARY**

Manages the Electronic Document Management System (electronic scanning), performing needs analysis, design, implementation, coding, testing, support, training, and debugging of the system.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Q 10% Collaborates with District stakeholders for input toward planning and implementing Document Management applications that align with BOE Goals & Executive Limitations, as well as business support operations.
- D 10% Develops and keeps current the standards for document management procedures and techniques. Acts as senior technical consultant to the systems and programming staff and to others outside the department.
- D 10% Interfaces with users to determine data processing/recording requirements. Conducts feasibility studies to determine best time and cost effective computer system solutions.
- D 10% Performs document management system analysis and logic design. When assigned, writes programming specifications. Reviews program specifications for completeness and feasibility. Provides documentation for user review prior to programming.
- D 30% Manages the document management system, including design, implementation, coding, testing, documenting, training, and debugging
- Q 5% Reviews projects in progress and completed assignments for accuracy, efficiency, maintainability, and adherence to established standards.
- M 5% Generates test data for testing application systems. Plans, prepares, and conducts system level testing. Analyzes test results to detect technical or logical errors. Maintains test system for future quality assurance testing.
- D 15% Directs human resources activities for Print Services staff: hire/coach/discipline/terminate; ensures professional development and conducts evaluations.
- 5% Performs other related duties as assigned or requested.

### **MINIMUM EDUCATION OR FORMAL TRAINING**

Bachelor's Degree in Computer Sciences, Management Information Systems, or equivalent experience and training.

## **MINIMUM EXPERIENCE**

Three years experience in electronic document management, including systems design, structured analysis and programming methodologies.

Advanced document capture and retrieval experience with Hummingbird's Document Management Products and Cardiff Teleform document capture solutions.

Demonstrated experience in using relational database technology in a production environment.

Demonstrated experience integrating Microsoft Office and other common productivity applications.

Advanced experience in project management, including budget oversight.

## **SKILL REQUIREMENTS**

Computer Applications: Macintosh and Windows

Basic knowledge of TCP/IP and AppleTalk network protocols, HTML, NT, and AppleShare Fileservers preferred.

Excellent verbal and written communication skills

Strong organization, analytical, and prioritizing skills

## **GENERAL EXPECTATIONS**

Has a customer-service orientation.

Able to work under high stress conditions, including frequent emergency information service requests requiring over time commitments.

Able to keep current with evolving technologies applicable to business & a K-12 school environment.

Able to work cooperatively with administrators and co-workers.

Able to understand and follow complex oral and written instructions.

Able to effectively communicate with the school district community.

Maintain a generally positive attitude.

Observe all District policies and procedures.

## **LICENSES OR CERTIFICATION – Valid Colorado Driver's License**

## **ESSENTIAL ENVIRONMENTAL DEMANDS**

Mostly clean and comfortable.

## **ESSENTIAL PHYSICAL REQUIREMENTS**

Regular travel throughout 900 sq mi school district, requiring personal vehicle.

Occasional lifting of 10 -20 pounds.

Frequent bending, stooping, walking, crawling, standing, kneeling, squatting, reaching, and sitting.

## **SUPERVISORY DUTIES – Provides direct supervision of up to five professional and/or hourly employees.**

## **WAGE SCHEDULE – Prof/Tech Range 5**

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.