



**Norfolk Public Schools**  
The cornerstone of a proudly diverse community

## Job Announcement

- 
- Job Title:** Senior Coordinator of Business Information Systems
- Posting Date:** February 12, 2025
- Closing Date:** Open Until Filled
- Job Type:** Full-Time
- Contract:** 7.5 hours/day  
252 days/year  
12 months/year
- Location:** Business and Finance
- Start Date:** TBD
- Pay:**  Salary       In the Range of: \$72,065 - \$118,272 (Grade H)  
 Placement on Appropriate Grade and Step

### DEFINITION

Manages the Munis workgroup and automated systems, with responsibility for the coordination of; the processing of Munis functions, the installation of Munis hardware and software applications, the management and monitoring of DBMS products, the development and documenting of data collection and data entry procedures, Munis data administration and analysis, systems and process analysis, report writing, the development and management of system interfaces between Munis and other databases, and other computer programming in accordance with the Information Technology strategic plan, user requirements, and school division priorities. The Munis manager also participates in the development of the division strategic plan, provides budget requirements for the section, and performs related duties as required or assigned.

### SUPERVISION

Work is performed under the general supervision of the Executive Director of Budget, Grants, and Business Information Systems according to established procedures with the incumbent having considerable latitude

Department of Human Resources  
800 E. City Hall Avenue, P.O. Box 1357 • Norfolk, VA • 23510-1357  
Phone: (757) 628-3905 • Fax: (757) 628-3983 • [www.npsk12.com/human-resources](http://www.npsk12.com/human-resources)



for initiative and independent judgment. Supervision is exercised over a staff of Business Information Systems Analysts (Administrators, Analysts, DBA's), ranging from classified ISS II (Classified) to ISS IV administrators (coordinators, systems analysts, DBAs).

### **DISTINGUISHING CHARACTERISTICS**

Manages a multi-faceted section (Munis systems and programming). The section head has responsibilities at the level of Senior Coordinator in other NPS departments.

### **ESSENTIAL FUNCTIONS OF THE CLASS (May not include all duties performed by each position in the class).**

Plans, manages, and directs the activities and human, physical and fiscal resources of the Munis systems and programming section.

Serves as project manager in the implementation of the Time and Attendance module. Manages the installation of, supervises the maintenance of, and monitors the daily operation of all applicable Time and Attendance systems, including time clock installation, training departments on the software, creating appropriate workflows and other duties as assigned.

Manages the installation of, supervises the maintenance of, and monitors the daily operation of all Munis application systems, DBMS products and programs.

Assigns Munis projects to information systems staff, monitors progress and reports on project progress to the Executive Director of Budget, Grants, and Business Information Systems.

Manages Munis database administration including data planning, analysis, modeling, documentation, and the mapping of data to comply with federal, state and local reporting requirements and strategic plans.

Manages and coordinates the development and operation of interfacing systems and programs to and from the Munis application systems and databases.

Confers with NPS administration to determine information needs; determines potential sources of information; supervises the collection of data into or extracting of data from Munis databases; supervised the design of forms, reports, and related items for information presentation.

Participates in software product selection for the user community, proposes budgets for annual and multi-year projects and participates in the preparation of bid requests for software acquisitions and external resources.



Provides technical direction to information systems staff; resolves technical problems and authorizes changes.

Performs information systems staff personnel performance reviews and coordinates section professional development activities.

Designs training material and conducts routine division wide training on Munis systems.

Performs related work as required.

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

Comprehensive knowledge of and extensive work experience in database systems, system development, systems analysis and programming, systems and application software operations and software maintenance.

Thorough knowledge of the general organization and functions of a large public school system.

Ability to plan, organize and direct work of subordinate supervisors and information systems professionals.

Ability to lead project teams and to coordinate large-scale, long-term projects and processes.

Ability to analyze, troubleshoot and improve complex automated systems and processes.

Skill in writing, documenting, debugging and testing applications programs in an accurate, efficient and timely manner.

Thorough knowledge of SQL; Data Manipulation Language (DML), and Data Definition Language (DDL).

Ability to use SQL database query and reporting tools to produce information presentations and reports.

Ability to provide technical guidance to information systems staff and to evaluate their work.

Thorough knowledge of information systems and database applications and how they apply to statistical analysis.

Thorough knowledge of computer design, hardware capabilities, operating systems, and software.

Ability to design, develop, coordinate, and present large-scale informational and training presentations.



## Norfolk Public Schools

The cornerstone of a proudly diverse community

Ability to communicate complex technical information effectively to school officials, both orally and in writing.

Ability to read and interpret highly technical manuals covering computer hardware and software, and to interpret technical instructions into common language for users.

Ability to write clear, coherent, and substantive reports including conclusions and recommendations in accessible terms.

Ability to listen effectively and to accurately determine the needs of information requestors.

### **MINIMUM EDUCATION, EXPERIENCE AND TRAINING REQUIREMENTS**

Bachelor's degree in computer science; management information systems or closely related field required; graduate level coursework preferred. Progressive extensive experience in working as a computer systems analyst with responsibility for major application programs. Prior experience as a project leader with responsibility for major applications; to include applications used in public school systems.

### **LICENSE**

None

### **PHYSICAL ATTRIBUTES**

Work involves long periods of sitting at a desk and looking at a terminal screen.

### **HAZARDS**

Work involves exposure to normal, everyday risks in an office environment

### **UNUSUAL DEMANDS**

Work is performed in an office and is subject to continuing stress and constant deadlines and frequent interruptions.

Work assignments may require work outside of normal business hours.

**To Apply:** All applications, resumes, references, transcripts, and supporting documentation for this position must be submitted to the Chief Human Resources Officer. Separate applications are required for.

Department of Human Resources  
800 E. City Hall Avenue, P.O. Box 1357 • Norfolk, VA • 23510-1357  
Phone: (757) 628-3905 • Fax: (757) 628-3983 • [www.npsk12.com/human-resources](http://www.npsk12.com/human-resources)



# Norfolk Public Schools

The cornerstone of a proudly diverse community

**all** administrative positions. Application forms may be secured on the NPS website: [www.npsk12.com](http://www.npsk12.com).

## Staffing Contact

- Dr. Sherry Agnew-Scott – Chief Human Resources Officer – Administrative Personnel
  - Amanda Schilling – Director – Substitute Teacher & Athletic Coach Personnel
  - Sonja Hale – Human Resources Generalist – Elementary Education Personnel (Cluster I)
  - Erica Norfleet – Human Resources Generalist – Operations and CAB Personnel
  - Michael Sheets – Human Resources Generalist – Secondary Education Personnel
  - Alexis Thornton – Human Resources Generalist – Classified Personnel (Cluster II)
-