

Anticipated Vacancy

Pennsylvania Information Management Systems (PIMS) Coordinator

Posting Date: 07/14/2021

Employment: Act 93/ 12 Months per year

Effective: TBD

Salary: TBD

Responsibilities:

The PIMS Coordinator provides information and database related services within the scope of the Pocono Mountain School District mission. This position utilizes formal and informal departmental and industry goals, standards, policies, and procedures to support the technology department as well as other district departments and programs. This position is responsible for coordinating all tasks related to state-required PIMS reporting.

Requirements:

- Baccalaureate Degree in Computer Science, Business or other relevant area in technology preferred
- Five (5) years related work experience preferred
- Cognos or SQL report writing experience preferred
- Experience and/or knowledge of State level reporting requirements for public school systems
- Working knowledge of Microsoft Office product suite
- Strong and effective communication and interpersonal skills
- Ability to analyze, organize and prioritize competing demands, projects and tasks