

INFORMATION SYSTEMS SPECIALIST III

DEFINITION

Under general supervision, provides technical support to school site and district office staff for business and administrative computer software applications; designs and maintains databases and software applications to assist users in accessing data; acts as a liaison with the business software vendors and other vendors to resolve general operation problems; assists and instructs staff in utilizing midrange and personal computer resources.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provides technical support developing solutions to user-related problems and applications systems.
2. Organizes and prepares application software documentation, procedural documentation, and operation instructions.
3. Assists in the analysis, evaluation and implementation of student information, business, and similar systems.
4. Designs the data and presentation of applications based on user needs.
5. Reviews and evaluates software and make recommendations on same.
6. Designs, writes or modifies computer programs as needed; assists in the creation of web-based and database applications.
7. Reviews and evaluates procedures, schedules and systems controls; designs and implements security for applications.
8. Evaluates data and designs reports; maintains quality control.
9. Operates computer and printer and scanning equipment as required.
10. Interfaces with software and hardware vendor personnel to resolve technical issues.
11. Represents district at technical conferences.
12. Creates data reports, and automates file transfers and data conversions.
13. Performs vendor software upgrades.
14. Reports progress status and problem to supervisor.
15. May oversee work of peers and lower level staff.
16. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Principles, techniques, methods and procedures pertaining to the various aspects of a networked computer systems; appropriate computer hardware and software systems; analysis and operation techniques for midrange level computer; program language, methods and techniques of training; knowledge of several database development techniques and software used to implement them.

Ability to:

Effectively and efficiently formulate, implement and maintain computer systems; prepare and present clear and concise reports; to use higher-level programming languages; analyze data and situations, reason logically and creatively identify problems, draw valid conclusions and develop effective solutions; adapt to changing technologies and learn functionality of new equipment and systems; apply creative thinking in design and development of methods of processing data with computers; speak and write effectively; coordinate work with activities of other technical personnel understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Bachelor's Degree with coursework in computer science or a related field, and two years of progressively responsible experience at the same level of Specialist II. Experience at same level may be substituted for the college education requirement on a year-for-year basis.

License/Certificate Requirement:

Possession of a valid California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate computer equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.