

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Information Systems Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Assigned Department	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-59/CSEA 125 Salary Schedule

(Former Classification: Information System Analyst)

BASIC FUNCTION:

Under general direction of an assigned supervisor, provide technical expertise to facilitate the collection, management, manipulation, and distribution of data analyses for reporting and decision-making; support users and hardware and software applications; provide consultation and direction regarding systems applications to provide reasonable, timely delivery of professional services to the District in support of students learning at a high level; teach and evaluate software for department use.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Develop and write programs to streamline processes and procedures using existing, modified or new software and programming languages, as needed, to provide efficiency for site and departments. *E*

Respond to technical questions from staff and users in a reasonable, timely manner regarding the use of software related to assigned duties; provide solutions and recommendations to resolve issues. *E*

Perform research and analyze data utilizing relevant software programs; coordinate the collection and preparation of data through various formats. *E*

Operate and understand various operating systems and software programs, document imaging programs and systems, and statistical packages to assist in the effective and efficient operation of the department. *E*

Evaluate user needs and perform feasibility studies to develop new programs and procedures interactive with third-party software to support needed requirements. *E*

Act as a resource to sites and departments; provide training and clear directions to staff and users to ensure understanding; prepare and instruct in-service sessions regarding use of software to update staff with new skills and knowledge to better support sites/departments. *E*

Prepare written technical documentation, training material, standards, reports, and other documents as assigned. *E*

Gather, analyze and compile data on assigned topics to ensure accuracy of information; research and review a variety of sources to provide reports including applicable legal/mandated provisions. *E*

Learn new operating systems, utilities and languages, install and test department hardware and software and remain current with computer technologies. *E*

Attend workshops, meetings, and other related educational gatherings to obtain up-to-date information, assist in the efficient operation of the department; compose correspondence and maintain records. *E*

Participate as a member of a project team as required.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in information systems, computer science, or related field and seven years of professional experience in position related to job duties; supplemental course work or experience in the training, programming, use, and installation of hardware and software is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; Microsoft Certified Technical Specialist (MCTS) or Microsoft Certified Application Developer (MCAD) or equivalent or ability to obtain with in one year.

Special Requirement:

This position may work additional assignments including evenings and weekends to accommodate testing, support, maintenance and potential call back duty responsibilities.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable computer languages and software development systems.
Systems and procedures analysis and development.
Methods and processes of statistical analyses and data reporting.
Current hardware and software including scripting languages.
Management information systems.
Requirements and restrictions of data base concepts.
Technical aspects of field of specialty.
Accurate record-keeping techniques.
Interpersonal skills using tact, patience and courtesy.
Applicable codes, laws, rules, regulations, procedures, and policies.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Perform systems analysis including the development of cost efficient, auditable and secure systems.
Learn and use new program languages and operating systems.
Analyze and resolve technical problems.
Evaluate and prepare reports on new computer software and hardware.
Install and operate various computer hardware and software applications related to assigned duties.
Prepare comprehensive technical materials.
Prepare and present complete and accurate written and verbal reports.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Work independently with little direction and many interruptions.
Plan, prioritize and schedule work to meet schedules and timelines.
Train and provide clear work direction to others as assigned.
Communicate, understand and follow both oral and in written directions effectively.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.
Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment, fast paced work; constant interruptions; extended viewing of computer monitor.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, dexterity to operate a computer and other office equipment; seeing to view monitors; hearing and speaking to exchange information and make presentations, lifting moderately heavy objects; sitting or standing for extended periods of time; reaching overhead, above the shoulders and horizontally, kneeling, crouching or bending at the waist to retrieve or store files and equipment.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the American with Disabilities Act as required by law.

E= Essential Functions