

ORANGE UNIFIED SCHOOL DISTRICT

SENIOR INFORMATION SYSTEMS SPECIALIST

DEFINITION

Under administrative direction – the Senior Information Systems Specialist performs a support function for school and department personnel; communicates with district personnel and other professionals to answer questions and concerns with hardware and software; operates hardware using student accounting, student attendance, district financial, district inventory, administrative management and database programs; performs problem determination procedures and takes necessary steps in resolving hardware and software problems; assists in the analysis, evaluation and implementation of student information, business, and similar systems, may design, write or modify computer programs as needed; perform systems operational technical work related to system and procedural programs; performs vendor software upgrades, and related duties as required.

Representative Duties:

Communicates with school and department staff to answer problems with hardware and/or software on the district computers; installs software products and vendor software upgrades on the district administrative computers; establishes and performs backup and restore procedures for districts main computers; establishes and performs disaster-recovery procedures; communicates with vendors and performs technical tasks in the implementation of his/her duties; provides technical support in developing solutions to user-related problems and applications systems; reviews and evaluates procedures, schedules and systems controls; prepares and presents clear and concise reports; creates and maintains appropriate documentation; trains other Information Systems' staff as appropriate; performs informal on site training on use of hardware and software; maintains and supports databases; other duties as required.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience – Equivalent to:

A minimum of four (4) years of experience in a modern Information Services and Technology environment including experience working as a support person for other departments, experience performing operational and appropriate college credit in computer related studies or approved computer operation training. Database training or certifications desired. Bachelors Degree desirable.

Distinguishing characteristics:

This is an advanced journey level class and is distinguished by the complexity of assigned duties and by the independence with which such duties are performed.

Knowledge and Abilities

Knowledge of:

English, grammar, spelling and arithmetic; modern office methods, procedures, terms and equipment; micro computers, Windows and/or operating systems use in district computers;

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Knowledge of network cards connectivity to local area networks; data entry and systems operations on the District computers; administrative programs and tools to access and facilitate information to end users; school organization and objectives;

Ability to:

read, understand, explain and apply technical operations related to student and business services management; operate standard office equipment; follow oral and written instructions; establish and maintain effective relationships with district employees and other professional agencies; communicate well with all levels of district employees and perform informal training sessions.

Licenses:

A valid California Motor Vehicle Operator's License.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Light Work: Lifting, pushing and/or pulling objects normally does not exceed 50 pounds; positions in this class perform work which is primarily sedentary.

Mobility: Positions in this class require the mobility to stand, stoop, reach and bend; positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.

Vision: Positions in this class require vision (which may be corrected) to read small print.

Other Conditions: Incumbents may be required to work at a video display terminal for prolonged periods; incumbents of positions in this class may be required to use personal vehicle in the course of employment.