BASIC FUNCTION:

Under the direction of the assigned administrator, develop, maintain and analyze computer programs/systems to meet the needs of the District; manage, troubleshoot and implement applications, systems, and programs to meet District, County, State, and Federal requirements; facilitate the computerized collection, management, distribution and validation of data used for analysis.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Develop, maintain and analyze computer systems meet the needs of the District; modify existing programs to improve reporting and record maintenance; implement changes and additions of policies and procedures related to assigned activities; sync data according to established timelines.

Create user accounts for students and teachers; assure system access for new users.

Troubleshoot, investigate and correct computer malfunctions or concerns; refer major maintenance or repairs to appropriate staff or vendors.

Manage, troubleshoot and implement applications, systems (including the student information system when assigned), and programs to meet District, County, State, and Federal requirements.

Facilitate the computerized collection, management, distribution and validation of data used for analysis; respond to document, report and data requests from District personnel and outside agencies, compiling information from various computer systems; assist with the development of information analysis procedures.

Serve as technical resource for students, teachers and other District personnel in the use of various hardware and software; communicate with District personnel and outside agencies to exchange information and resolve issues or concerns related to computer systems, data and technical issues; coordinate with other staff to provide support and complete projects efficiently; respond to user requests for reporting options; train others in the proper operation of computer systems.

Collect, compile and analyze data from various sources for related programs including complex financial and administrative issues; present data utilizing proper statistical and analytical methods, spreadsheet formulas, and file linking and graphic charts.

Input, process, maintain and evaluate a variety of data and information; audit information and prepare related reports as assigned; design customized report options and/or query reports for personnel as requested.

Prepare various written materials including procedures, documentation, reports, memos and correspondence related to assigned activities.

Operate a variety of computer software programs and standard office equipment; drive a vehicle to various sites to conduct work.
Assist assigned administrator(s) with special projects requiring technical skills.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Data processing principles and practices.
Computer system management techniques.
Operation of a computer and assigned software.
Methods and techniques of data collection, research and report preparation.
Applicable state, federal and local laws, codes and regulations related to assigned activities.
Analytical skills.
Oral and written communication skills.
Interpersonal skills including tact, patience and courtesy.
Basic business practices and accounting principles.
Record-keeping techniques.

ABILITY TO:
Develop, maintain and analyze computer systems meet the needs of the District.
Manage, troubleshoot and implement assigned applications, systems, and programs.
Facilitate the computerized collection, management, distribution and validation of data used for analysis, and the student information system.
Troubleshoot and resolve problems related to hardware, network, operating system or software applications.
Provide support to users by training and answering technical and non-technical questions as needed.
Communicate effectively both orally and in writing.
Analyze users' needs, business requirements and technical requirements and design computer based solutions.
Collect, evaluate and interpret complex information and data.
Prepare clear and concise administrative and financial reports.
Prepare and maintain records, correspondence and memoranda.
Interpret technical information for a variety of audiences.
Adapt to changing technologies and learn functionality of new equipment and systems.
Maintain current knowledge of technological advances in the field.
Meet schedules and time lines.
Plan and organize work.
Establish and maintain cooperative and effective working relationships with others.
Work independently with little direction.

Board Approved: December 15, 2016   Salary Range: 16

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in computer science, information technology or related field and two years' experience supporting complex computer applications including contact with computer users.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information in person or on the telephone.
Seeing to view a computer monitor.
Dexterity of hands and fingers to operate a computer keyboard.
Lifting, carrying, pushing or pulling moderately heavy computer equipment.
Bending at the waist, kneeling or crouching.
Sitting for extended periods of time.