GENERAL DESCRIPTION

The essential function of the position within the organization is to provide the analysis, design, development, training, implementation, and maintenance for all custom software development including file server based database applications, client server based applications, and intranet/web based applications for the District's Information Technology Department. The position is responsible for maintaining and troubleshooting information systems District-wide, and providing user training. The position works under general supervision independently developing work methods and sequences.

Primary Duties:
This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Installs, configures, tests and maintains networking components, including servers, switches and routers; monitors network performance.

Installs, configures, tests and maintains computer software and hardware for instructional operations; upgrades software and hardware as needed.

Monitors system operations to ensure uninterrupted service.

Takes steps necessary to ensure system security and data integrity; implements emergency procedures in the event of power failures or major system/network failures.

Trains both administrative and instructional staff on specific software operations as necessary.

Provides timely and professional user support and assistance.

Keeps abreast of new and emerging technologies of potential benefit to District operations and programs; assists in selecting new systems and equipment.

Assists in developing assigned budget; prepares purchase orders for technology equipment and software; processes invoices for payment.

Receives and responds to inquiries, concerns and complaints in areas of responsibility.

Updates user manuals as needed.

Completes special projects as assigned.

Attends training, seminars and meetings as necessary to maintain and enhance job knowledge and skills.

Other Duties:
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:
"*Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Copies, transcribes, enters, or posts data or information.

People Responsibility:
"*People Responsibility" refers to individuals who have contact with or are influenced by the position.*

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Assets Responsibility:
"*Assets Responsibility" refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management of a large division or minor department, and/or handling of very large amounts of money.

Mathematical Requirement:
"*Mathematics" deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communications Requirements:
"*Communications" involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

Complexity of Work:
"*Complexity of Work" addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

Impact of Decisions:
"*Impact of Decisions" refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

Equipment Usage:
"Equipment Usage" refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:
"*Safety of Others" refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires no responsibility for the safety and health of others.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:
"*Education Requirements" refers to job specific training and education required for entry into the position.*

Requires a minimum of a bachelor's degree or vocational technical degree or specialized education in computer science or information systems management.

Licenses Certifications Registrations Required:
"*Licenses, Certifications, and Registrations" refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

A+ Certification, Microsoft or similar certification is preferred.

Requires a valid state driver's license.

Experience Requirements:
"*Experience Requirements" refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires four years of related experience.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:
"*Physical Demands" refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 20 pounds of force on a regular basis, and some dexterity in operating office equipment.

Unavoidable Hazards:
"*Unavoidable Hazards" refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

Sensory Requirements:
"*Sensory Requirements" refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

American With Disabilities Act Compliance:

 ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:
Annual Contract

Reports To:
Director Administrative Technology

Supervises:
N/A

PAY GRADE: From: D135A1 To: D13503
Number of Months: Number of Days: Hours:
Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____

Board Approved 3/18/2016