

ORANGE UNIFIED SCHOOL DISTRICT

INFORMATION SYSTEMS SPECIALIST

DEFINITION

Under administrative direction - the 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; performs clerical work related to system and procedural programs, and related work as required.

Representative Duties:

Communicates with school and department staff to answer problems with hardware and/or software on the district minicomputer; performs informal, on-site training on use of hardware and software; issues and maintains department warehouse requests, requests for services, purchase requests and supply stock; installs hardware and software products on the district computers including emulation and network cards adapters; other related tasks as required.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience - Equivalent to:

A minimum of three (3) years of experience in Information Services and Technology environments including experience working as a support person for other departments and appropriate college credit in computer related studies or approved computer operation training. Two years of college or appropriate experience.

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, Knowledge of network concepts and procedures, ability to install and connect network cards to appropriate computers and local area networks; data entry and system operations on the District computers; administrative programs and tools to access and facilitate information to end users; school organization and objectives; safe working methods and procedures.

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.

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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.