SANTA ROSA JUNIOR COLLEGE

TITLE	CLASSIFICATION	SALARY GRADE
INFORMATION SYSTEMS SPECIALIST	CLASSIFIED	GRADE: O
BOARD POLICY REFERENCE: 2012/13 CLASSIFICATION STUDY		Board Approved:

JOB DESCRIPTION:
Under general supervision, prioritizes and processes data requests from end users; develops specifications and implementation plans to fulfill data needs; writes, tests, debugs, maintains and documents computer programs and delivers data to end users; follows and gives input to policies and procedures for the operations of computing equipment; supervises and trains student employees; serves as a liaison with users of Information Technology; and does related work as required.

SCOPE:
The Information Systems Specialist creates and maintains all job procedure files; designs and implements programs for ad-hoc reporting and research needs; serves as liaison to campus community; and performs all tasks pertaining to computer room operations.

KEY DUTIES AND RESPONSIBILITIES:
Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Codes, tests, debugs, maintains, documents, and enhances computer programs to meet scheduled and ad hoc reporting requirements.

2. Organizes, prioritizes and maintains administrative and instructional computing requests/needs.

3. Establishes and maintains nightly production schedule.

4. Ensures timely completion of computer tasks, verifies results and provides delivery of output.

5. Responsible for operations of mainframe computers and peripheral equipment, including monitoring of computer room environment systems.

6. Performs minor repairs as needed and coordinates maintenance and repairs with service providers.

7. Orders and maintains inventory of computer forms and supplies.

8. Creates, tests, maintains and implements scripts and procedures integrating with third party software applications.

9. Provides backup documentation as needed for District personnel, restores and queries legacy files and databases.

EMPLOYMENT STANDARDS

ABILITY TO:
Write, modify, test, debug and document computer programs; organize and schedule work; quickly adapt to new computer technologies and procedures; perform adjustments when required and troubleshoot computers and peripheral equipment operating problems; train and direct the work of others; follow and give oral and written instructions; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:
Principles, practices and techniques of computer operations and programming; current operating systems; current programming languages; database languages; network and internet operations and technology; various software applications.

MINIMUM QUALIFICATIONS:
Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:
Associate's degree in computer science, math, business or related field including proficiency in MS SQL Reporting Services.

Experience:
Previous experience in data processing involving programming, operations, and scheduling.

LICENSE OR CERTIFICATE:
This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.

SPECIAL REQUIREMENTS:
Must be able to perform physical activities, such as, but not limited to, lifting equipment (up to 50 lbs. unassisted), bending, standing, climbing or walking**.**