

INFORMATION SERVICES SPECIALIST I (BUSINESS OPERATIONS)

DISTINGUISHING FEATURES OF THE CLASS: This is technical work which involves adapting software and developing programs for the computerization of a variety of financial and school district business office records including the budget, payroll, purchasing, personnel, accounts payable and accounts receivable. The work is performed under the general supervision of a higher level administrative position with wide latitude for independent action and judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews the data entry procedures, backup procedures, file structures and syntax of a number of business office departments in order to assess computerization needs;
Develops programs and adapts software to meet computerization needs and documents same;
Prepares report formats, new files and structures to facilitate business operations;
Trains appropriate school district personnel in the use of computers and programs specific to their own function;
Provides written documentation of all district files, structures, backups and inter-relationships of data to facilitate future needs;
Maintains a regular schedule of micro-computer maintenance and keeps an inventory of hardware and software;
Uploads and downloads from mainframe as needed;
Prepares supply lists as needed;
Keeps archival copies of all programs used.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good operational knowledge of electronic data processing systems, principles, techniques and methods of application to include integrated word processors and computers; good knowledge of the principles and practices of systems analysis, organization and management analysis, forms and records management and methods; working knowledge of common accounting terminology and procedures; ability to train equipment users; ability to formulate, transmit, understand and carry out complex oral and written instructions; ability to adapt software and design the application of software to user's needs; ability to reason logically; ability to present ideas clearly and logically, both orally and in writing.

MINIMUM QUALIFICATIONS:

1. Possession of a Bachelor's degree or higher in Computer Science, Management Information Systems or a related field which included or was supplemented by six (6) credit hours in accounting; or
2. Possession of an Associate's degree in Computer Science, Management Information Systems or a related field which included or was supplemented by six (6) credit hours in accounting and (2) two years of work experience which involved hands-on application and development of computer programs as a major function of the work; or
3. Graduation from high school or possession of an equivalency diploma, six (6) credit hours in accounting and four (4) years of work experience which involved hands-on application and development of computer programs as a major function of the work.