

INFORMATION SERVICES SPECIALIST I (STAFFING)*

DISTINGUISHING FEATURES OF THE CLASS: This is technical work which involves adapting software and developing programs for the computerization of a variety of student and staffing related records such as report cards, student schedules, emergency phone lists, staff attendance, purchasing, bus routes, etc. The work is performed under the general supervision of an administrator with wide latitude for independent action and judgment. The incumbent is required to travel among the various school buildings within the district. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews the data entry procedures, backup procedures, file structures and syntax used in each of the various schools within the district in order to assess the computerization needs as well as the applicability of existing software, makes recommendations to meet each location's needs and coordinates same to district's systems;

Adapts software to meet computerization needs and documents same;

Prepares training materials and provides training to appropriate personnel using available hardware;

Contributes to the school district's lexicon of computer terms to ensure uniformity and consistency;

Prepares new report formats or modifies existing formats and documents same;

Distributes software (where district is licensed to make copies);

Checks computer maintenance schedule;

Keeps abreast of new district procedures as well as innovations in software.

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 principals and practices of systems analysis, organization and management analysis, forms and records management and methods; 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; or
2. Possession of an Associate's degree in Computer Science, Management Information Systems or a related field 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 and four (4) years of work experience which involved hands-on application and development of computer programs as a major function of the work.

*This is a retitling of Information Services Specialist (Student & Staffing Records)