

USER ACCOUNT AND INFORMATION SPECIALIST



Information Technology Department

Purpose:

The User Account and Information Specialist coordinates and maintains District security measures for information systems to regulate access to computer data files and to prevent unauthorized modification, destruction, or disclosure of information.

Reports to: Administrator for Technology Services

Nature & Scope:

The User Account and Information Specialist performs work of a specific nature under general supervision. The nature of the work requires adherence to standard procedures, as well as policies and regulations. As a member of the Information Technology Department, the User Account and Information Specialist engages with highly sensitive information and must maintain absolute integrity of systems and confidentiality of classified data. The incumbent interfaces with District and school staff, and does not have supervisory responsibilities.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Creates, configures and manages user security accounts and access to enterprise applications.
3. Promotes security awareness on all enterprise systems to ensure system security and user access.
4. Confers with supervisory staff to clarify issues such as data access needs, account management, and needed training.
5. Considers requests for rules-exceptions and responds accordingly. Implements rules-exceptions according to district and department policies.
6. Schedules and monitors backup processes for all centralized servers in the District Data Center, including coordination of offsite storage and retrieval of media libraries.
7. Manages the batch printing processes for secure and confidential District documents and forms, including file management, physical printing, and data verification.
8. Documents emergency measures and computer security policies, procedures and tests.
9. Independently diagnoses and resolves technical issues in regard to user account security, contacting internal personnel and outside vendors as necessary.
10. Prints and mails large-scale District correspondence such as grade reports.
11. Serves as a resource and provides assistance to other departments that produce mass hardcopy mails.
12. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.

13. Complies with all procedures outlined in the *Code of Professional Conduct and Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook*; and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications

1. Must possess a high school diploma or G.E.D.
2. Must have three (3) years of related computer experience with a general knowledge of industry standard computer workstation and peripheral hardware.
3. Must have experience in data processing.
4. Must be able to communicate effectively, both orally and in writing. Must read, understand, and follow multi-step written and verbal instructions in English.
5. Must be able to pass a criminal background check.
6. Must possess an Oregon or Washington Driver's License.

Working Conditions:

The User Account and Information Specialist works primarily within an office building. The work environment is often controlled and quiet, but the work environment will also frequently include moderate to loud noise, and occasional lifting and moving of paper and mailing trays during the printing and mailing process. The User Account and Information Specialist must be able to lift and move computer equipment, up to 20 pounds on a regular basis and 50 pounds occasionally, without assistance. The User Account and Information Specialist requires regular focus on a computer screen.

The incumbent is required to sit, stand, have finger/hand dexterity for working on computers for extended periods of time. Standing, walking, bending, stooping, kneeling, and standing/working on ladders will be required on occasion. The work environment may include exposure to unpleasant interior temperatures, dirt, wetness, and communicable diseases. Potential exposures include, but are not limited to: blood-borne pathogens; allergens; dirt; odors; dust; cold and hot temperatures; and unpredictable behavior from students.

Work Year: 260 Day, 10-Month

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Date Approved: February 14, 2019

Date Revised: December 31, 2018

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran status, genetic information or disability in any educational programs, activities or employment.