

Alameda Unified School District

ALAMEDA UNIFIED SCHOOL DISTRICT

JOB TITLE: SYSTEMS ANALYST

BASIC FUNCTION:

Under the direction of the Director of Technology Services, provide analysis of current and proposed administrative and instructional computer systems. Analyze procedures and processes in order to provide recommendations on work flow improvements and process re-engineering. Manage information technology (I.T.) projects.

REPRESENTATIVE DUTIES:

Manage I.T. projects using industry standard budget, timeline and accountability measurements.

Write scopes of work for consulting contracts and beta tests of new technology.

Provide District-level reports from administrative applications and other reports as requested.

Perform data translation/manipulation and merge data from disparate databases upon request.

Create training materials and written documentation for internal customers of Technology Services.

Provide technical troubleshooting; determine type of request; diagnose and provide solutions or escalate to the appropriate staff member or Director.

Perform related duties and special projects as assigned.

KNOWLEDGE OF:

Operate various technology equipment including a personal computer, fax machine, copier, and telephone. Master use of all administrative user equipment well enough to support user base.

Business systems software applications.

Current project management principals.

Latest version of word processing, spreadsheet, presentation, personal information manager and project management application suites in use in the District.

ABILITY TO:

Interact productively with co-workers, vendors, internal customers, students and the community.

Communicate Technology Services procedures and requirements to users.

Operate MS Windows server and client operating systems in use in the District.

Troubleshoot and resolve level one and level two data related problems.

Systems Analyst – Continued

ABILITY TO: (continued)

Communicate effectively both orally and in writing.

Determine appropriate action within clearly defined guidelines.

Keep up-to-date with various system application upgrades and operations.

Determine technical problem with little or no relevant information.

Work independently.

Good organizational and time management skills.

Work quickly and accurately with attention to detail.

Work well under pressure.

EDUCATION AND EXPERIENCE:

A Bachelor of Science degree in a related field from an accredited academic or technical institution or equivalent work experience in computer or data processing systems analysis. Minimum two year's experience supporting business systems software applications. Experience working with a student records database system preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to view computer monitors and read various documents.

Lifting heavy objects.

Sitting for extended periods of time.

LICENSE AND OTHER REQUIREMENTS:

Valid California drivers license.