



MERCED CITY SCHOOL DISTRICT

CLASS TITLE: Information Systems Specialist

BASIC FUNCTIONS:

Under the direction of the assigned Director, the District Information System Specialist is responsible for maintaining database applications and web-related systems within the district including but not limited to all Structured Query Language (SQL)-based systems supporting district-wide data, web servers, and web interfaces between web-servers and district databases. Also, the Application Web Specialist is responsible for all interfaces from the existing student information system to any district database. Responsible for developing and maintaining web-enabled and traditional database applications, producing and running reports, and redesigning user interfaces.

REPRESENTATIVE DUTIES:

Create new reports, tables, and views in SQL for the easiest and most efficient access of district data using the latest web development tools in an MS SQL environment. *E*

Find efficient ways to gather, maintain, upload, and clean student data for reporting *E*

Develop web-based reporting tools to enhance or replace existing reporting tools for any departments within the district using student data. *E*

Work closely with I.T. staff to deploy new web-based technologies as well as update the District website as needed. *E*

Create, modify and maintain various interfaces between student information system (SIS) and SQL-based database systems (assessment, nursing, transportation, food services, etc.) as well as business and student system web services. *E*

Assist in maintaining security standards for SQL databases. *E*

Assist in providing training to staff in the use of applications, information systems, and SIS integrated systems. *E*

Work with the District Network Specialist in modifying network infrastructure to allow efficient access to data. *E*

Work with I.T. staff to develop a standard desktop interface for all data in the district. *E*

Attend job-related training classes and workshops. *E*

Communicate effectively both orally and in writing. *E*

Plan and organize work. *E*

Perform helpdesk support duties as needed. *E*

Perform related duties and responsibilities as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related regulations that pertain to the particular assignment.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

Programming experience in MS Access, MS SQL, mySQL, C, Perl, Active X, .NET, Adobe Dreamweaver, MS Visual Studio, or any combination of the languages is required.

Ability to design reports in .NET and HTML using standard web-editing tools required.

Publishing and maintaining a website

ABILITY TO:

Work well independently and in groups

Produce reports, web pages, readable programming code, and documentation

Understand and follow oral and written directions

Meet schedules and timelines

Establish and maintain cooperative and effective working relationships with others

EDUCATION AND EXPERIENCE:

A 4-year degree from college in a computer-related discipline is preferred or the equivalent in relevant job experience and industry technical certifications. At least two years of experience in programming in SQL and HTML as well as experience in a public K-12 educational environment is highly desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; subject to driving a vehicle to conduct work at all district sites

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; hearing, speaking, and seeing to exchange information to accomplish assigned tasks of the job; ability to lift 60 pounds.

Legal Reference: California Education Code, Sections 44660-44664
Policy Adopted: April 12, 2022