MERCED CITY SCHOOL DISTRICT

CLASS TITLE: APPLICATION WEB SPECIALIST

BASIC FUNCTION:

The District Application Web Specialist is the person most 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. While working closely with the Network Specialist and Data Processing Specialist this position would also be responsible to develop and maintain web-enabled and traditional database applications, produce and run reports and redesign user interfaces.

REPRESENTATIVE DUTIES:

Work with the Data Processing Specialist to 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 a MS SQL environment. *E*

Work with the Data Processing Specialist to find efficient ways to gather maintain, upload and clean student data for reporting in CALPADS, STAR, Office of Civil Rights and other state required 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 District website as needed. *E*

Create, modify and maintain various interfaces between student information system 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*

Research, recommend and deploy new effective uses of the District web site and the school web pages. *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 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 directed by the Director of Information Technology. *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.

The Application Web Specialist technician is responsible to the Director of Information Technology.

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 in HTML using standard web-editing tools required.

Publishing and maintaining a web site

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 time lines
Establish and maintain cooperative and effective working relationships with others

EDUCATION AND EXPERIENCE

A 4 year degree from college in a computer related discipline preferred or the equivalent in relevant job experience and industry technical certifications. At least two years 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: June 26, 2012