



Job Description

Marin County Office of Education

Information Systems Analyst

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Information Systems Analyst is done for the purpose/s of managing assigned projects and program components; maintaining network operations, databases, servers, and software applications; implementing cloud-based solutions; identifying and developing opportunities for automation; maintaining inventory of software licenses/subscriptions; installing, maintaining, assessing, and repairing computers, peripherals, network equipment and software; and, providing training and in-service technology assistance.

This Job reports to Assigned Supervisor

Essential Functions

- Assesses and repairs computers, peripherals, network equipment, and software for the purpose of maintaining safe and effective county and site operations including classrooms, library, and computer labs.
- Identifies and develops opportunities for automation within various departments for the purpose of enhancing operational efficiency and organizational growth.
- Implements cloud-based solutions for the purpose of optimizing and enhancing data accessibility, scalability, and disaster recovery capabilities.
- Installs and maintains workstation computers, peripherals and server set-ups (e.g. testing, configuring, establishing user IDs, imaging, etc.) for the purpose of meeting the computer processing needs of users and maintaining security.
- Maintains network operations, databases, servers, and software applications (e.g. service packs, operating software, hardware upgrades, etc.) for the purpose of upgrading and maintaining County WAN/LAN and ensuring telecommunication systems and security measures are up-to-date, and ensuring effective and efficient operations.
- Maintains inventory of software licenses/subscriptions for the purpose of managing assets, allocating funds, tracking devices, and ensuring compliance with licensing agreements.
- Manages assigned projects and program components (e.g. migration to new systems; scheduling installations, product research, etc.) for the purpose of delivering services in compliance with established guidelines and/or objectives.
- Participates in meetings, trainings, workshops, and other professional development opportunities for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of written materials (e.g. work order reports, inventory control, procedures, etc.) for the purpose of documenting activities, providing written/historical reference and/or conveying information.
- Provides training and in-service assistance with general computer use, software applications, and file server operations for the purpose of responding to requests for assistance, repairs, and/or upgrades; and ensuring the efficient use of computers and/or software applications.

- Researches technology trends, products, and equipment for the purpose of maintaining current technology knowledge and recommending procedures and/or purchases.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; preparing and maintaining accurate records; utilizing pertinent hardware and software applications; diagnosing equipment malfunctions, and, estimating required resources.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current generation and legacy operating systems, network protocols, and application programming languages; system design; process and data modeling techniques; relational database theory and management; current and emerging technologies; benefits and limitations of technology; and, project management.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; communicating effectively with persons of varied technical background; meeting deadlines and schedules; working with frequent interruptions; adapting to changing work priorities; being attentive to detail; displaying mechanical aptitude; establishing and maintaining effective working relationships; communicating with diverse groups; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field is required.

Education: High School plus job related coursework.

Education (Preferred): Community college and /or vocational school degree with study in job-related area.

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Mandated Reporter Training Certificate

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Not Rated

Approval Date

Revised Date

Salary Grade