



Job Description

Marin County Office of Education

Information Systems Specialist

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 Specialist is done for the purpose/s of developing and implementing new applications, software, and system components; creating functional system/software specifications; analyzing applications, systems, and user technology requirements; maintaining data inventory of computer software and hardware; monitoring and maintaining existing software, hardware, network and/or virtual systems (if assigned); oversees assigned work activities and/or projects; and troubleshoots new and existing application software, data bases, and network systems.

This Job reports to Assigned Supervisor

Essential Functions

- Analyzes applications, systems, and user requirements (e.g. data sources, input requirements, reporting capabilities, workflows, etc.) for the purpose of creating and enhancing user requested specialized programs, data and systems.
- Collaborates with a variety of internal and external parties (e.g. district personnel, programmers, programmer analysts, database administrators, users, etc.) for the purpose of providing and/or receiving information and ensuring project effectiveness.
- Creates functional system/software specifications from information gathered at user meetings and/or interviews with internal and non-district staff (e.g. guidance for coding/input, user manuals, training guides, etc.) for the purpose of documenting/interpreting user requests, identifying data sources and creating working plan.
- Implements applications, software, and system components (e.g. monitoring project plans and schedules, documenting applications, etc.) for the purpose of addressing organizational needs, enhancing existing systems and/or providing operational capabilities to users.
- Maintains data inventory of computer software and hardware (e.g. IP addresses, maintenance records, computers/equipment, etc.) for the purpose of budgeting and tracking of purchased/leased equipment, contracts, and software agreements, ensuring ongoing availability.
- Monitors and maintains existing software, hardware, and network for the purpose of providing support to existing systems and ensuring the ongoing availability of data needed to meet mandated requirements.
- Participates in individual/group professional development, meetings, and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Researches computer hardware and software applications, and emerging technologies (e.g. security issues, software updates, integration issues, telecommunication/IP, etc.) for the purpose of remaining knowledgeable on current trends, preparing for future technology changes, and recommending acquisitions.
- Responds to inquiries from a variety of sources (e.g. staff, outside vendors, service providers, etc.) for the purpose of providing technical assistance, advice, and support.

- Trains selected personnel (e.g. team members, end users, etc.) for the purpose of ensuring sufficient ability to use new and/or existing processes, programs, and equipment.
- Troubleshoots new and existing application software, data bases, and network systems (e.g. testing, monitoring, etc.) for the purpose of resolving issues and ensuring product matches defined requirements and expected functionality.

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 software applications; repairing computer and video equipment; conducting meetings; diagnosing equipment malfunctions; estimating required resources; and, analyzing data.

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: design and operation of computer networks and current generation operating systems; desktop and network security hardware, software, and procedures; Internet protocols, applications, and related technology; current and emerging technology; and, methods of instruction and training.

ABILITY is required to schedule a number of 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 types of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: displaying mechanical aptitude; adapting to changing work priorities; establishing and maintaining effective working relationships; communicating with diverse groups; being attentive to detail; working under time constraints; dealing with frequent interruptions; meeting deadlines and schedules; and, working as part of a team.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be 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, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, 10% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

Experience: Job related experience is required in Technology services support with consecutive years of providing support.

Education: High School plus job related coursework.

Education (Preferred): Associates degree or other certifications in computer science, information systems, engineering, or related fields

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

Mandated Reporter Training Certificate

Clearances

Measles Vaccination

Pre-Employment Fingerprinting

Tuberculosis (TB) Clearance

FLSA Status

Non Exempt

Approval Date

Revised Date

Salary Grade