

APPLICATIONS SPECIALIST I

CLASS SUMMARY

Under general direction, administers, modifies and enhances a single database server for a specific operational area of the District. Performs related duties as required.

REPRESENTATIVE DUTIES

Provide technical support to staff and students; perform migration & data conversion; install production system, assess post-installation implementation; set up different levels of system security access, create user accounts with appropriate security level according to functionality; maintain and monitor the system operations, troubleshoot & resolve problems; perform system upgrade, assess pre-upgrade and post-upgrade implementation; participate in operation & technology planning with ITS staff; develop & generate assists in the development, documentation and maintenance of programming standards, procedures, and data structures; resolves program operating problems and monitors efficiency of systems; trains customers; coordinates projects with other staff; may convert programs provided by the State Chancellor's Office to provide state mandated reports; learns new languages and technologies as required; may act as a project leader.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated supervisor or Information Services manager.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

A Bachelor's degree in Information Technology, Computer Science or related field and 1 year experience in programming and/or systems analysis. Relevant experience that provides the required knowledge and abilities may be substituted for the educational requirements on a year-for-year basis.

Knowledge and Abilities

Knowledge of principles, practices and technologies of computer operations, programming and systems analysis; other computer languages used; computer hardware and software used; principals of training.

APPLICATIONS SPECIALIST I cont'd

Ability to analyze and develop programs and systems including writing, testing, debugging, and documentation; prepare flowcharts and diagrams; troubleshoot programmed computer operations; perform complex technical tasks accurately and within defined deadlines; communicate effectively orally and in writing; establish cooperative working relationships with staff, administrators, and others contacted in the course of performing assigned duties. Pass District – administered programming aptitude test.

WORKING CONDITIONS

This position requires ability to use a computer workstation throughout the workday.