IT DATA SYSTEMS ANALYST/ADMINISTRATOR	
DEPARTMENT/SITE: **TECHNOLOGY**	**SALARY SCHEDULE:** Classified Salary Schedule (Group 1/Group 15) **LEVEL:** Range 75 **WORK YEAR:** 12 Months
REPORTS TO: CHIEF TECHNOLOGY OFFICER	**DATE CURRENT JOB DESCRIPTION APPROVED:** Board of Trustees effective:.......August 12, 2021

JOB GOAL/PURPOSE:

Under the general direction of the Chief Technology Officer, perform a variety of complex duties in the analysis, design, programming, testing, implementation and maintenance of the district's administrative and instructional support systems and databases; serve as technical resource and consultant to other technology staff in resolving difficult issues; provide district departments and personnel with information technology and solutions to support specific problems and functions. Incumbents in this class serve the school community by maintaining the integrity and functionality of the District's networks, databases, and other administrative and instructional systems which in turn directly supports student learning.

DISTINGUISHING CHARACTERISTICS

This class is responsible for the planning, installation, testing and ongoing maintenance of the District's administrative and instructional support systems. This includes providing technical support for software and hardware associated with all aspects of the systems and ensuring the reliable interface among the District's various databases as well as the those of the County Office of Education such as Peoplesoft, payroll and accounting/budgeting databases. This position serves as a technical resource for other IT support staff in solving complex and systemwide issues.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

- Facilitate the computerized collection, management, manipulation and distribution of data used for decision-making and in the daily operation of schools and departments.
- Coordinate with district, state, county and other personnel on appropriate aspects of automated systems and their applicability for District operations and reporting requirements.
- Assume project-level responsibility for planning, developing, implementing and maintaining District information systems using current application programming and relational database management tool set.
- Analyze and evaluate database systems and make recommendations to ensure their integration with other systems used in the District.
- Maintain tables and database structures.

- Use query tools to develop and generate reports; perform basic database maintenance, administration and recovery on applications databases or other data from backup.
- Research/implement/facilitate future needs/opportunities in the area of technology systems.
- Provide technical assistance to administrative staff regarding updated processes and procedures.
- Design, implement, and document customization of District student information systems, queries and reports.
- Independently identify and resolve issues over the phone pertaining to network, systems, programming, and data reporting.
- Consult with customers on system requirements, schedules and implementation strategies, analyzing customer requests to determine scope of operational and information needs.
- Familiarize customers with capabilities and limitations of information technology and provide user instructions and forms for various technology projects and reports; respond to questions, issues, or concerns.
- Perform feasibility studies and prepare project proposals, specifications, cost-benefit analyses and schedules for various departments and programs.
- Create system and end-user documentation of new and changed applications as well as preparing progress reports to apprise management of problems or unexpected resource requirements.
- Provide training to District personnel on the uses and operation of features of system modules and their application to department operations.
- Support the technology needs of staff and/or students, including site technicians and instructional technology staff.
- Participate in various activities (e.g. meetings, training, etc.) for the purpose of maintaining skill level and receiving and/or conveying information.
- Maintain records of work.
- Maintain position required certifications.
- Communicate with district/site office support personnel as needed when troubleshooting computer and project needs.
- Maintain hardware and software inventories.
- Automate installation of software.
- Follow district policies and procedures and all copyright guidelines.
- Load programs and start networks and computers.
- Maintain and troubleshoot shared resources, permissions, user accounts, and access rights.
- Maintain and troubleshoot backup systems for districtwide data.
- Participate in after-hours and emergency monitoring and response activities as necessary and as defined in the on-call procedures.
- Maintain workspace in a clean and orderly condition.
- Perform other functions, duties and tasks related to this class as assigned.

JOB QUALIFICATIONS /REQUIREMENTS:
(*At time of application*.)

Knowledge of:
- Computer systems and their uses
- Current relational database design, techniques, capabilities, operation and control including Microsoft SQL Server database administration and Microsoft SQL server programming
- Project management methodologies
- Client/Server and web-based data management systems
- Intranet/Internet architecture and technologies

- Software and hardware product evaluation
- Shared resources, permissions, and access rights
- District procedures relating to computing tasks, processes, and requirements
- Modern office methods and practices including filing systems, record keeping, and telephone techniques
- Safe practices in a school environment
- Correct English usage and grammar
- Interpersonal skills using tact, patience, and courtesy
- Troubleshooting techniques
- Communication methods
- Positive role model for students in language, appearance, and attitude

Skills:
- Oral and written communication
- Interpersonal skills using tact, patience and courtesy
- Project management and systems documentation
- Administer and integrate a variety of databases and systems supporting educational and administrated programs district-wide

Ability to:
- Take initiative
- Problem-solve, analyze troubleshoot and maintain District student information system databases and administrative support systems
- Explain complex technical issues to non-technical staff
- Establish and maintain cooperative and effective working relationships with others
- Maintain confidentiality
- Develop written communication for adults and/or students
- Develop solutions to complex technical database management systems and problems
- Operate and maintain equipment used in the school district
- Demonstrate use of technology to communicate effectively
- Independently analyze problems and implement solutions
- Communicate effectively both orally and in writing
- Understand and follow oral and written directions
- Compile and maintain accurate and complete records and reports
- Work effectively under pressure
- Work independently with minimum supervision
- Organize and provide technical training to District staff
- Analyze complex administrative functions and information requirement

EDUCATION REQUIRED:
Graduation from a 4-year college with a Bachelor's Degree in Computer Science, Information Systems/Technology, Mathematics, Education Technology, or a related field. Additional qualifying experience may be substituted for the degree on the basis of one year of experience for 24 semester/45 quarter units.

EXPERIENCE REQUIRED:
Four (4) years of increasingly responsible experience with designing, implementing and maintaining databases, identifying and resolving problems with computer programs, systems and procedures, managing projects, integrating databases and systems and preparing written documentation of same. The experience must have included working with a variety of programs such as, or similar to, Windows and Macintosh OS, SQL, FileMaker

Pro, Microsoft SQL, Laserfiche. Experience with network management and web technologies is desired and qualifying experience in a K-12 school technology program may be preferred. Selectee may be required to obtain (at District expense) Apple operating and hardware certifications during the initial 6-month probationary period of employment.

LICENSE(S) REQUIRED:
- Possession of a valid California driver's license and remain insurable at the District's standard insurance market rate. Current DMV report.

CERTIFICATIONS AND TESTING REQUIRED:
- Pass the District's applicable proficiency exam (e.g., written test, oral interview, and/or work sample) for the job class with a satisfactory score.
- After offer of employment, obtain:
    - Criminal Justice and FBI Fingerprint Clearance
    - Negative pre-employment drug screen test at District's expense
    - Pre-employment physical exam at District's expense
    - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:
(*Must be performed with or without reasonable accommodations*)
- Work is primarily indoors in a computer lab, a school site, an office environment and occasionally requires sitting for extended periods
- Lift and move equipment weighing up to 50 pounds
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment and maintain paper files and documents
- Use hands and fingers to grasp, hold and manipulate objects
- Kneeling, bending at the waist, sitting, squatting, crawling, stretching and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies
- Climb ladders
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen
- Frequent operation of a personal vehicle, and occasionally a District vehicle, to travel within and outside the district for meetings, training sessions and assisting staff at school sites.
- Exposure to intermittent noise and interruptions typical of a school environment
- Potential for contact with bloodborne pathogens and communicable diseases