

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INFORMATION SYSTEMS SPECIALIST I

BASIC FUNCTION:

Under the direction of the designated supervisor, perform varied tasks involving computer and networking hardware and software; install and configure software on network servers and personal computers.

REPRESENTATIVE DUTIES:

Install and set up microcomputers. (E)

Install and configure new and upgraded software on personal computers; load, configure and test software. (E)

Assign user accounts and passwords for the network. (E)

Respond to requests from users for computer-generated reports and services; generate reports or instruct users in the procedures to generate reports. (E)

Provide training for the administrative computer system, PC software, and network applications. (E)

Install and wire personal computers, printers, telecommunication devices, network devices and system peripherals. (E)

Troubleshoot, evaluate, and determine if problem is software or hardware related; make repairs or refer personnel to outside agencies for repairs. (E)

Other related duties as assigned.

KNOWLEDGE OF:

Mainframe, mini and microcomputer operating systems, telecommunication software, database management systems.

Computer and telecommunications hardware including disk drives, printers and modems.

Network operations and network operating systems.

Software applications including spreadsheets, database management systems, word processing, telecommunications and assorted utilities.

Proper installation of equipment and commercial software.

Interpersonal skills using tact, patience and courtesy.

Oral and written communications skills.

ABILITY TO:

Install, configure, and use multimedia hardware and software.

Install, configure, and use Internet client application software.

Support the use of computer applications, such as word processors, spreadsheets, graphics programs and desktop publishing.

Develop www publications using HTML authoring tools.

Write clear and concise documentation.

Work with supervision; including planning and organizing schedules for working with college staff from other departments.

Work effectively with a diverse student/staff population.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: an Associate's degree in computer science or related field or two (2) years experience in hardware maintenance and/or software installation and maintenance.

LICENSES AND OTHER REQUIREMENTS:

Valid driver's license.

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.

Seeing to view a computer monitor.

Dexterity of hands and fingers to operate a computer keyboard.

Lifting and carrying moderately heavy objects, such as boxes of paper.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist.

Kneeling or crouching.