

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INFORMATION SYSTEMS SPECIALIST III

BASIC FUNCTION:

Under the direction of the designated supervisor, perform varied and difficult programming, systems analysis, development and implementation tasks involving computer and networking hardware and software used

in administrative, faculty support, and instructional delivery systems in accordance with standards and procedures established by the Director of Information Systems.

DISTINGUISHING CHARACTERISTICS:

The Information Systems Specialist III exercises well developed knowledge and skills in information systems and technology to work with Yuba College district employees to identify present and emerging requirements, design solutions, develop and monitor project plans, install and support computer applications, and support the use of various technology systems. The Information Systems Specialist III has sufficient experience and skill to work without close supervision, provide leadership to all phases of application development and support, train technical staff. The Information Systems Specialist III has the breadth and depth of knowledge to resolve the most difficult application, installation, configuration and usage issues without assistance.

REPRESENTATIVE DUTIES:

Analyze and document processes of considerable complexity to determine the feasibility of computer based solutions. (E)

Diagnose and resolve complex technical problems which require advanced knowledge of hardware, software and telecommunications. (E)

Develop training materials and provide training to support operations and technical staff. (E)

Develop and implement procedures for the configuration and operation of local area networks. (E)

Develop the most complex computer applications and systems, including all aspects from analysis, through design, development, testing, installation, training, and documentation. (E)

Remain current on the developments in information technology concepts, tools, techniques, and applications. (E)

Maintain a record of work requests and completed tasks. (E)

Advise administrative and academic users on the effective application of information and telecommunication technologies to their professional and instructional requirements. (E)

Install and troubleshoot district networks and equipment. (E)

Other related duties as assigned.

KNOWLEDGE OF:

Modern principles, practices and techniques of information system design, development, testing, deployment,

and operation.

Computer programming languages, including major recent languages (for example: Visual Basic, C, Java and UNIX shell scripting languages.)

Relational database concepts, tools, and techniques including the use of Structured Query Language (SQL).

Computer hardware and software concepts, systems, and procedures, including UNIX based enterprise servers and microcomputers with a variety of operating systems (e.g. Windows NT, Windows 95, Windows 3.x, and MS-DOS operating systems and Apple MacIntosh computers using Mac-OS Versions 7.0 - 7.5.)

Operation of computer equipment, including network servers, telecommunications equipment (hubs, routers, switches), and client workstations.

Computer application programs, including word processors, spreadsheets, graphics programs, and desktop publishing programs, HTML authoring tools and techniques.

Computer local area network (LAN) concepts, tools and techniques.

Internet applications such as email, web browsers, network news, and FTP and CGI programs.

Oral and written communications skills.

Interpersonal skills including tact, patience and courtesy.

District organization, objectives, policies and operations.

ABILITY TO:

Develop effective computer based administrative, faculty support and/or instructional delivery systems.

Apply modern principles and techniques of computer system development to specific user needs and problems.

Use designated computer programming and database query languages, learning new ones as necessary.

Analyze system and program structures and data flows to isolate and remedy logic and coding errors. Design, develop, implement and use computer databases.

Write clear and concise documentation.

Work without close supervision; including a planning and organizing schedules for working with college staff.

Establish and maintain cooperative and effective working relationships with others.

Install, configure, and use multimedia hardware and software.

Install, configure, and use Internet server and client application software, including linkages to existing applications.

Compile, organize and analyze statistical and technical data.

Work effectively with a diverse student/staff population.

September 27, 2005

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a bachelor's degree in computer science or related field and two (2) years experience in hardware maintenance and software development including training in database design, software analysis and development, hardware maintenance and various operating systems including network operating systems.

LICENSES AND OTHER REQUIREMENTS:

Valid driver's license.

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations.

Seeing to view a computer monitor.

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

Dexterity of hands and fingers to operate a a computer keyboard.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.