July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INFORMATION SYSTEMS SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned administrator, perform systems designs; provide for integration and implementation of assigned applications; create online interactive programs; install, configure, maintain and upgrade required administration tools and applications; maintain operating system administration; support assigned applications and analyze, design, implement, document, and create computer applications and systems; interface and serve as user liaison to assigned departments; serve as team lead on major projects.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Perform systems designs; provide for integration and implementation of assigned applications.

Create online interactive programs; install, configure, maintain and upgrade related administration tools.

Maintain operating system administration.

Support assigned applications and analyze, design, implement, document, and create computer applications and systems; interface and serve as user liaison to assigned departments.

Perform and coordinate complex computer systems analysis to determine system requirements and desired outputs; communicate with users to identify system requirements; develop statement of system scope and objectives based on functional requirements.

Interact with District faculty and staff to determine requirements, needs and desired output; evaluate, install and maintain various software applications; review and evaluate computer software and hardware and provide technical support, information and recommendations.

Assess staffing and workload implications and feasibility of new system requirements; train, assign, review and direct the activities of assigned information systems specialists and research staff; analyze existing systems performance in relation to specified requirements to assure proper integration of new programs.

Serve as team lead on major projects; lead project teams for system design and coding; assure projects are completed in a professional and timely manner according to District standards and methodology; plan, schedule, monitor and coordinate project activities; report on project status and progress as required.

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Evaluate, install, maintain and upgrade third party software applications; provide leadership in assigned modules of comprehensive systems and conversion to new programs.

Maintain operating system administration; maintain database structures and documentation; plan for anticipated growth or change in data requirements.

Coordinate and perform database modifications and complex applications programming to develop new information system applications; develop interactive problem-solving applications and reports independently; evaluate the products of outside vendors to assess the use of third-party software within the District's information systems.

Coordinate unit activities with colleagues to assure user information needs are met; assist faculty, staff and operational staff with operational difficulties and malfunctions encountered in existing programs; identify and resolve malfunctions, enhancing applications as required.

Attend a variety of committee meetings, conferences and workshops to maintain current knowledge in the programming field; develop and conduct workshops and training sessions as required.

Participate in the evaluation and recommendation of new hardware and software acquisitions and upgrades; revise and enhance existing applications as appropriate to assure proper systems operations and output production; adapt purchased software as needed to assure compatibility and proper interaction with existing systems and applications.

Provide overall direction and guidance to the College's web site design and structure; assure standards are met in coordination of overall web site development and changes.

Ensure compliance to established computing security standards and procedures.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Advanced principles, practices and techniques of computer system analysis, design and applications programming.
Advanced database design concepts.
Computer hardware systems, software applications and languages utilized by the District.
District organization, operations, policies and objective.
Advanced system utilities and design and program applications.
Principles, practices and methods of database structures, computer programming and system design.
Operation of computer mid-range and microcomputer system hardware.
Oral and written communication skills.
Interpersonal skills including tact, patience and courtesy.
Record-keeping techniques.

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Computer security standards and practices.

ABILITY TO:
Design, develop, test, install, maintain and enhance computer systems to support District operations.
Analyze and develop business process flows, application designs and new solutions for college departments.
Perform and coordinate complex computer systems and database analysis and design.
Lead project teams of assigned information systems personnel for system design and coding.
Perform a variety of difficult and complex applications programming duties.
Work independently with little direction.
Demonstrate proficiency in the computer programming languages used by the District.
Detect and resolve errors in data and program structure, logic and coding.
Interact with District faculty and staff to determine requirements, needs and desired outcomes.
Write clear and concise system and program documentation.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Maintain computer security standards.
Maintain sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability and ethnic backgrounds of Community College students.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in information technology or related field and five years increasingly responsible systems analysis, design and application programming experience.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information in person or on the telephone.
Seeing to view a computer monitor.
Dexterity of hands and fingers to operate a computer keyboard.
Lifting, carrying, pushing or pulling moderately heavy computer equipment.
Bending at the waist, kneeling or crouching.
Mobility to reach various campus locations.