RIALTO UNIFIED SCHOOL DISTRICT
CLASSIFIED MANAGEMENT

AGENT: INFORMATION SYSTEMS

DEFINITION:

Under the direction of the Chief Technology Officer, plans, organizes, coordinates, evaluates, modifies, and implements operating systems, application software and network processes; performs a variety of complex technical duties to ensure accurate student data, particularly as related to California Longitudinal Pupil Achievement Data System (CALPADS) submissions, maintenance of Student Information Systems and Business application; supervises the operational and programming staff; analyzes user process needs; programs or assists in maintaining SQL database; prepares computer operational documentation and procedural guidelines; performs other related tasks as required and/or assigned.

ESSENTIAL DUTIES:

- Analyzes and evaluates software packages.
- Evaluates system software updates as they relate to existing applications and system performance.
- Determines the feasibility of modifying existing system software.
- Consults with technical, administrative, and "end-user" personnel in the development of alternative solutions to problems and situations affecting information system performance.
- Supervises operational and programming/analyst personnel.
- Oversees implementation, debugging and maintenance of new system software, network and telecommunication systems.
- Plans, organizes, and prepares system software documentation and operating instructions.
- Provides assistance, consultation and training to end-users and information technology personnel.
- Supervises the planning, development, and preparation of technical standards, operational procedures and system performance objectives.
- Participates in developing, implementing, debugging and maintaining telecommunication, data base and other system software.
- May diagnose and correct software and hardware problems.
- Performs the duties and functions of a programmer/analyst in attaining maximum system performance.
- Participates in the development of technical specifications to be used in software and hardware proposals and quotation requests.
- Reviews, evaluates, and recommends system security configurations.
- Assists in the preparation of technical specifications for use in the process of bidding and quotation requests.
- Performs system performance analysis.
- Implements system enhancements or takes action to overcome resultant deviations.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Principles, theory, design and optimal performance of computer operating systems and related software.
- Principles, theory, techniques and strategies of data system analysis and design.
- Technology related to electronic submission of data to the CDE and other organizations.
- Software, operating, data base and telecommunications systems.
- Assembly, procedural, and language control coding processes.
- Data base developing and design.

- Theory, methods, techniques, and procedures of writing programs for various computer operations.
- Technical writing and training methods, techniques, and strategies.
- Research and development strategies and techniques.
- Proper English usage, spelling, grammar, and punctuation; mathematical concepts and processes.

ABILITY TO:
- Effectively and efficiently supervise computer programmer/analyst and operational staff.
- Test, interpret and implement system changes to enhance computer operations and correct operational faults.
- Analyze user informational needs and problems.
- Design clear and logical systems to meet specific requirements.
- Plan, organize, and prepare technical documentation, operating procedures and management related reports in a clear and concise manner.
- Communicate effectively in oral and written form incorporating a variety of technical concepts.
- Work independently, with little or no supervision from the Director of Information Systems.
- Understand and follow oral and written directions.
- Establish and maintain cooperative working relationships.

EXPERIENCE AND EDUCATION:

EXPERIENCE:
Four years of paid, full-time experience in programming, system design and implementation functions; programming in SQL is required.

EDUCATION:
Verification of a Bachelor's or higher degree in Computer Science, Business Administration, or a closely related field; supplemental course work in information technology, data processing practices or other closely related fields is desirable.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of the possession of a valid California Motor Vehicle Operator's License.
- Insurability by the District's liability insurance carrier.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Will frequently exert 20 to 40 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Will sit most of the time, but will walk and stand for brief periods.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate micro-computers and business-related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

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