

TITLE:		REPORTS TO:	
DEPARTMENT/SCHOOL:		CLASSIFICATION:	
FAIR LABOR STANDARDS ACT CLASSIFICATION:		WORK YEAR: HOURS:	

Provide training and user support to staff, parents and students utilizing the student or employee information systems and related products

Operate standard office equipment including; drive a vehicle to conduct work

Attend a variety of meetings and training sessions as assigned; participate in State reporting conference calls

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE OF:

Methods and techniques in the development of system and user documentation

Student and employee information systems

Student attendance reporting

Bulk data imports and extracts for reporting

Computer applications utilized by the District

Applicable State, federal and District codes, rules, regulations and procedures

Research methods, report writing and record-keeping techniques

Oral and written communication skills

Interpersonal skills including tact, patience and courtesy

Operation of a computer and assigned software

CALPADS and other reporting requirements

Correct English grammar, spelling, punctuation and vocabulary

ABILITY TO:

Utilize software programs such as word process, spreadsheets and database applications

Utilize various computer applications to facilitate data collection and reporting

Analyze complex data and develop optimal solutions

Read, interpret and apply complex technical publications, manuals and other State and federal laws/code

Work with large sets of data requiring attention to detail

Learn new software quickly and thoroughly and share knowledge effectively with others

Provide training and user support to others on assigned programs

Establish and maintain cooperative and effective working relationships with others

Communicate effectively both orally and in writing

Meet schedules and timelines

Prepare and maintain records and reports

Plan and organize work

Work independently with little direction

Any combination equivalent to: bachelor's degree in information technology or related field and four years of increasingly responsible experience in information technology

Valid California driver's license

ENVIRONMENT:

Indoor work environment

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard

Hearing and speaking to exchange information

ewD 0