



Job Description

INFORMATION TECHNOLOGY DATA SYSTEM ADMINISTRATOR

Reports To:	Director of Information Technology
Supervises:	N/A
Pay Classification:	Range
Revision Date:	

GENERAL DESCRIPTION

Perform a variety of specialized data management and systems administration functions in the maintenance of the Student Information System (SIS) database software and other data systems utilized by the District; confer with administrators and staff to provide various support, documentation, training, data extraction/reporting to District staff and governmental agencies.

Duties and Responsibilities:

- Install and support SIS, State testing, educational, and other software applications utilized by the District; ensure efficient storage, retrieval and archiving of data on servers; ensure integrity of data; perform data conversions as requested.
- Provide training to others in proper use of software applications as needed; prepare training materials.
- Serve as a resource to District personnel concerning the operation of computer software and related peripherals; respond to inquiries and provide detailed and technical information as needed.
- Organize, coordinate, compile, assemble, and verify data for a variety of mandated and requested computerized records and reports; maintain a variety of automated records; ensure Federal and State-mandated reports are submitted according to established time lines; prepare, maintain and submit data for CALPADS, CRDC and other required reports; resolve anomaly reports; coordinate data errors/corrections and reporting needs with District personnel, County and State officials, school districts and others as needed.
- Assist with various testing activities as requested; provide support to sites during testing; compile and enter testing accommodations; provide testing related support and training to staff; add users and create log-ins to testing software.
- Configure, update and maintain various hardware, software applications, peripherals and mobile devices.
- Operate a variety of computers, servers, peripherals and specialized software; drive a vehicle to conduct work.

Other Duties:

- Perform related duties as assigned.

QUALIFICATION GUIDELINES

Knowledge of:

- Student information and other software systems utilized by the District.
- State and federal reporting requirements and time lines.
- System manual instructions, sufficient to enable quick and accurate diagnosis of difficulties.
- Database structures, on-line applications, and system capabilities of assigned computer systems.
- Operation of a variety of office equipment including a computer and assigned software.
- Data review, integration and control techniques and procedures.
- Record retrieval and storage systems.
- Record-keeping and report preparation techniques.
- Interpersonal skills using tact, patience, courtesy, and confidentiality.
- Oral and written communication skills.

Ability to:

- Provide specialized work in the installation, configuration and maintenance of computer hardware, software, mobile devices and peripherals.
- Install and support SIS data, State testing, educational and other software applications.
- Maintain and manage data related SIS network servers.
- Provide training and support to teachers and students in the proper use of technology hardware, systems and applications.
- Troubleshoot, diagnose and repair hardware, software and related peripheral malfunctions.
- Meet schedules and time lines.
- Prioritize and schedule work.
- Coordinate and implement training activities.
- Prepare and maintain inventory of computers, technology and networks.
- Work independently with little direction.
- Communicate effectively orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Plan and organize work.
- Meet schedules and time lines.

Education and Experience: Any combination of training, education and experience which demonstrates possession of the knowledges and abilities stated above, and the ability to perform the duties of the position.

Education: Bachelor's degree in computer science, information technology or related field.

Experience: Three years of experience involving the installation, maintenance and repair of student information databases, computer networks, hardware, software, and related peripherals.

License(s), certifications or other requirements:

- Valid California Class C driver's license.

PHYSICAL ELEMENTS AND WORKING CONDITIONS

Working Conditions:

- Office environment.
- Driving a vehicle to conduct work.

Physical Abilities:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to view a computer monitor and read a variety of materials.
- Sitting for extended periods of time.
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.