

## INFORMATION SYSTEMS SPECIALIST

Code No: 3-20-016

Competitive

**DISTINGUISHING FEATURES OF THE CLASS:** This is a technical position in a school district responsible for data processing application development, training of personnel and providing technical support. The employee reports directly to and works under the general supervision of the Budget Director. Does related work as needed.

**TYPICAL WORK ACTIVITIES:** (All may not be performed in a given position. Other activities may be performed although not listed)

Researches, evaluates and recommends appropriate technology for budget development;

Provides technical support and training to budget staff;

Develops and monitors various databases to assist budget staff, ie: class count analysis;

Analyses operations, and defines applications and technical procedures;

Analyzes complexities and feasibilities of expanding position control;

Develops timetables and flow charts of work activities in an effort to eliminate manual duplication of data.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of applications and operations of various computer equipment; good knowledge of office system concepts, techniques and procedures used in maximizing computer technology; good knowledge of developing formats to produce quality documents; ability to communicate effectively; ability to train others in the proper use and efficient techniques of database designs; ability to assist in the development of new applications; ability to establish and maintain effective working relationships; accuracy; innovation; good judgement; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from high school or possession of an equivalency diploma, plus three (3) years paid full-time or its part time equivalent experience in data processing or an office environment that relies heavily on data processing support including having experience in IBM personal computers; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in computer science, or data processing, plus one (1) year paid full time or its part time equivalent experience as described in (A); OR,
- (C) Completion of two (2) approved certificated vendor office systems implementation training courses, plus two (2) years paid full time or its part time equivalent experience as described in (A); OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: March 9, 1995