

Information Systems Data Technician/Trainer

Purpose Statement

The job of Information Systems Data Technician/Trainer is done for the purpose of performing independent, analytical, and advanced technical work in operating and supporting computer software programs and systems; generating, collecting, and validating data for reports; providing input regarding data collection procedures and computer software utilization; analyzing the output of data collection; acting as liaison among software users; supporting and training users; preparing documentation; and developing training programs in hardware use and software applications.

This job reports to Assigned Supervisor

Essential Functions

- Administers system for the purpose of ensuring availability of services to authorized users.
- Verifies a wide variety of information/data for accuracy for the purpose of ensuring the information needs of the District are met while remaining in compliance with regulatory requirements.
- Communicates dissemination of critical system information, requirements and updates with stakeholders for the purpose of ensuring accurate and compliant information system wide.
- Prepares documentation for the purpose of providing information systems and systems training to District personnel.
- Evaluates collected and reported information for the purpose of ensuring accuracy while complying with District, state, and federal policies and regulations.
- Facilitates meetings for the purpose of conveying, providing, and gathering information required to perform job functions.
- Performs extracting, importing and exporting of data in various database applications for the purpose of ensuring data integrity and quality.
- Prepares information for the purpose of supporting end users, making recommendations to District administrators, and submitting information to state and federal agencies.
- Processes financial information for the purpose of updating and distributing information while complying with established practices.
- Researches and evaluates new products and for the purpose of providing information, remaining current, and making recommendations.
- Responds to stakeholders with a variety of inquiries for the purpose of providing information and resolving problems.
- Supports District personnel in their use of the educational systems for the purpose of ensuring the effective use of District computer related resources.
- Trains District stakeholders in educational systems for the purpose of improving work efficiency and effectiveness.
- Troubleshoots system-related problems for the purpose of providing immediate assistance to users and resolving problems.

- Plans, develops, modifies, implements, tests and maintains database programs and software for the purpose of enabling the efficient use of District computer systems.
- Facilitates the computerized collection, management, manipulation and distribution of data reports for the purpose of supporting the daily operation of schools and departments.
- Develops database fields, descriptors, and dictionaries for the purpose of maintaining current school and District databases.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent software systems and applications; and SQL and database and systems.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; working with frequent interruptions; attending to accuracy and detail; analyzing issues and determining appropriate course of action; meeting deadlines and schedules; multitasking; setting priorities; working with detailed information; and communicating with persons who do not have technical backgrounds.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience:

Two years of software administration, systems operations and database experience in a Windows environment. Experience in an educational setting with advanced training in student, human resources/fiscal and/or MIS software applications is preferred.

Education (Minimum):

High school diploma or equivalent. B.S. in computer science or related field preferred.

Equivalency:

Extensive work-related experience with increasing levels of responsibility demonstrated.

Required Testing

None Required

Continuing Educ. / Training

Maintains Certifications and/or Licenses
District Mandated Training

Certificates and Licenses

None Required

Clearances

Criminal Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Revised Date

Salary Grade

Range 30