

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Applications Specialist III	CLASSIFICATION:	Classified Non-Management (SEIU/Professional)
SERIES:	Applications Specialist	FLSA:	Non-Exempt
JOB CLASS CODE:	9583	WORK YEAR:	12 Months
DEPARTMENT:	Technology Services <u>or</u> Assessment, Research, and Evaluation	SALARY:	Range 72 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	10-06-97
		HR REVISION:	03-23-12

BASIC FUNCTION:

Perform expert technical duties and support in connection with the analysis, development, installation, implementation, procurement, or support of district information systems that provide information for district sites, departments, students, staff, or community.

DISTINGUISHING CHARACTERISTICS:

The Applications Specialist III is the most knowledgeable and the most capable of any of the application

Perform difficult and complex technical duties related to the analysis, development, implementation, testing, and maintenance of assigned applications and databases; make modifications to database software as necessary; ensure application system quality through compliance with various district, state, and federal technical standards and/or requirements. **E**

Maintain technical expertise in the application software that supports a district mission-critical area, as well as a broad general knowledge of the functional area itself; provide technical guidance to other Applications Specialists. **E**

Develop and maintain user-specific applications using a wide variety of software. **E**

Perform tasks that will improve the efficiency and effectiveness of people who will use the application system. Identify areas that may benefit from improvement, perform an analysis to develop improvement strategies, and then implement those strategies in a team environment; evaluate site or department ideas, suggest improvements, and participate in their implementation. **E**

Maintain additional knowledge of related areas, such as the impact of network performance on the application, the best software or hardware tools for particular tasks, where to get additional support or assistance, and the impact of human factors on software systems. **E**

Promote teamwork by sharing knowledge, providing cross-training for other employees, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and the department; may operate a vehicle to conduct work; lift light objects. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Recent progressively responsible experience in information systems support, end-user support, cross-functional teams, and training duties. Experience must include an understanding of the functional area process and information system flow, the majority of the tools and utilities used, and an understanding of the environmental constraints and impacts.

Any combination equivalent to: bachelor's degree with an emphasis in information systems or computer science (computer operation, system design, programming, or network operations), and six years experience in applications development and support. At least two years of current duties must be at the Applications Specialist II or equivalent level. Experience as a liaison to an application system developer/vendor is essential. A proven record of accomplishment in successful application management and improvement is essential. Project manager experience is mandatory.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California driver's license and provide proof of insurance. Must be available for mandatory overtime during critical times. Alternative work schedules and/or telecommuting may be mandatory to prevent end-user interference.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Problem solving skills.

Information systems that support a given functional area.

Methodologies for managing technical change on a proactive basis.

Applications, analysis, and development.

Principles and practices of providing work direction and guidance to others.

Operation of a computer and related software.

Oral and written communication skills.
Technical aspects of field of specialty.
Record-keeping techniques.
Health and safety regulations.

ABILITY TO: