JOB DESCRIPTION
Natrona County School District #1
Job Code 589

Information Systems Specialist

Purpose Statement

The job of Information Systems Specialist is done for the purpose/s of supporting/administering information database systems; providing instruction and advice to system users; analyzing problems and issues related to the information system software and other related software; coordinating usage among department system users; producing a variety of statistical reports; and providing support to the administrative supervisor, ensuring compliance with legal and administrative requirements.

This job reports to the Director or Asst. Director

Essential Functions

- Designs report options and/or data extracts for use by individual and/or department users (e.g. Human Resources, Business Office, Payroll, etc.) for the purpose of providing information customized to meet specific needs.
- Develops user materials (e.g. FAQ (work aids), training support handouts, code lists, field definitions, etc.) for the purpose of providing instruction and reference.
- Facilitates meetings and workshops (e.g. multiple media sources, etc.) for the purpose of communicating information system capabilities and/or accommodating District goals.
- Identifies issues related to District employee and/or financial information systems and software applications for the purpose of responding to user problems and ongoing availability of the LINKS system.
- Instructs District and site staff on the use of LINKS information systems (e.g. new applications, upgrades, updates, etc.) for the purpose of ensuring proper and efficient use of the system.
- Manages department internet web site for the purpose of keeping department information updated and providing accurate information to District staff and the public.
- Oversees the integration of the LINKS information system with other systems (e.g. merging data from other sources, adding data fields, populating other databases, etc.) for the purpose of maximizing the efficiency of the data flow and decreasing redundancy of data collection activities.
- Participates in the development of internal data management plans and activities with personnel of other departments (e.g. Business Office, Payroll Department, Human Resources, etc.) for the purpose of avoiding duplication of efforts, sharing information, and maximizing system efficiency.
- Performs a full range of system administration functions for the purpose of controlling systems and attaining maximum utilization and efficiency.
- Performs routine and special updates to LINKS database (e.g. defining additional user defined fields, merging external data, etc.) for the purpose of providing current and reliable District personnel data for use by a wide variety of departments within the District.
- Supervises assigned personnel (e.g. hiring, evaluating, terminating, planning, scheduling/coordinating activities, training, advising, mediating, etc.) for the purpose of maximizing the efficiency of the work force; meeting legal requirements and department and district objectives; and ensuring the provision of excellent customer service.

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, 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: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; and installing and testing system components, patches and upgrades.

KNOWLEDGE is required to perform advanced math; 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: current generation operating systems and platforms; office software, database and spreadsheet programs; and principles of data normalization, storage and retrieval methods, and network library.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with data of widely varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; establishing and maintaining effective working relationships; communicating with persons with diverse technical knowledge and skills; maintaining confidentiality; procedures, laws, and regulations pertaining to assigned programs and functions; and working with frequent interruptions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization’s services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Bachelor’s degree in job-related area

Equivalency Four years of experience in technology in area of expertise is desired.

Required Testing

Certificates

Valid Driver’s License & Evidence of Insurability

Continuing Educ./Training	Clearances
	Criminal Justice Fingerprint/Background Clearance

FLSA Status	Approval Date	Salary Range
Exempt	11/27/2016	69X

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ **Date:** _____