

COMPUTER SPECIALIST**DEFINITION**

Under general supervision of the Director of Information Technology or designee, will be responsible for the day-to-day software functions of all district computers and networks, including the installation, configuration, security and data storage of all new and current softwares; testing to assure the integrity of the data; and other associated assigned duties.

EXAMPLES OF DUTIES

Analyzes software problems and works with the appropriate personnel to solve the problem; brings problems to the attention of the Director when appropriate; installing, and configuring of AERIES; maintaining softwares and analyzing problems with software packages such as AERIES, Lotus 123, MS Word, MS Excel, Internet Electronic Mail and few specialty programs, such as, PCS (Food Services), Hess (Business Office and Personnel), ACT 1000 (Maintenance); operates district data processing equipment and trains district personnel in the use of district equipment; assists in the input, auditing, and reporting of the student record files (AERIES); installs and configures all software revisions; logs and issues systems security codes; designs specialized reports; assists in the selection and testing of software; performs related duties as assigned.

MINIMUM QUALIFICATIONS**Knowledge of:**

Data processing concepts, hardware and software systems and processes, MS Windows and modern office methods and equipment; data base management concepts.

Ability to:

Communicate with a wide variety of users both in verbal and written forms; write needed documentation; work with minimal supervision.

Education and Experience:

Training and experience equivalent to: Bachelor's degree in computer technology, computer programming, or closely related field. Three years of increasingly responsible work experience with computer software evaluation, installation and testing. Additional work experience may be substituted on a year-for-year basis for college requirement.

License:

A valid California Motor Vehicle Operator's License.

Typing speed of 50 words per minute is desirable.