

RIVERSIDE UNIFIED SCHOOL DISTRICT

**CLASS TITLE: COMPUTER APPLICATIONS SPECIALIST - Technology Services
(Range 46)**

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide project leadership to student system software implementation projects, provide overall analysis for various applications; develop, maintain and install programs.

REPRESENTATIVE DUTIES:

Serve as primary point of contact for the Student Information System (SIS). *E*

Assist in overall data processing project coordination, planning, priority setting and development and maintenance of multiple application systems projects and schedules. *E*

Install, test and evaluate third-party software; diagnose problems and provide for updates; serve as District resource for training and evaluating software; represent the District to software vendors. *E*

Develop and deploy standards, methodologies, and best practices for applications deployment, business process improvement, application interfaces, and report writing. *E*

Provide proper documentation for assigned programs; maintain computer run manuals; assure correct operations of programs. *E*

Design and provide training to users as necessary in new or revised program applications and on-going orientation to existing District software.

Assist with research of applications software products and services, and coordinate feasibility studies for applications software and system products under consideration for purchase. *E*

Provide hardware and software resource management including file structure and database maintenance. *E*

Provide for system security on SIS related matters; create and maintain user accounts providing access to specified databases. *E*

Provide technical expertise on SIS related matters regarding computer hardware and software; keep abreast of emerging technology. *E*

Provide proper documentation for assigned projects; maintain operational documentation, assure compliance to standards.

Participate in integration, initialization, and interfacing between multiple systems, either through in-house or outsourced development, when required. *E*

Provide user support for Technology Services developed programs.

Performs all responsibilities within the guidelines of federal, state, and district policies, regulations and procedures.

Conduct local Focus Group meetings and participate on SIS Advisory Group panel. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Techniques of testing and debugging software applications.

Operation, capabilities and limitation of computer equipment.

Basic programming languages: C++, Visual Basic.

Interpersonal skills.

Oral and written communication skills.

ABILITY TO:

Utilize database programming tools and query language.

Analyze user needs and develop effective systems.

Prepare clear, complete and concise reports and records.

Test, debug and document applications.

Maintain confidentiality.

Train others on new applications.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Meet schedules and timelines.

Establish and maintain cooperative and effective working relationships with others.

Effectively present information and respond to questions from groups of managers, clients, customers and the general public.

EDUCATION AND EXPERIENCE:

High School Diploma and an Associate's degree (AA) in Computer Science or 36 semester units in a related field from an accredited institution, a minimum of five (5) years' experience in desktop and portable computing systems, or an equivalent combination of education and experience.

Experience with Windows or Mac based office suites, use of relational database and administration, internet browsers, e-mail, Google management console, Google tools, and familiarity with various operating systems (*Windows, iOS, Android, etc.*) desired. Classes and/or certification in one or more of the RUSD core technologies is desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Seeing to perform activities.

Hearing and speaking to exchange information.

Lifting (up to 50 lbs) to move computer equipment.

Dexterity of hands, wrists and fingers to operate a computer keyboard.