APPLICATIONS SPECIALIST III

CLASS SUMMARY

Under minimum direction, provide information system application programming, database development and enhancement; administers the district database and transaction processing system; develops training workshops relating to the micro computer district standard software; and assumes and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Serves as resource in database development and enhancement: design databases using relational database structural analysis using one or more programming languages; administers and maintains servers that hold databases; functions as a webmaster: administers web server through setting up web configuration and services, creating user accounts, installing patches; assesses the need for new functionalities, conducts feasibility studies and cost evaluations and coordinates implementations; manages web site content; analyzes problems, design new web pages and write programs to improve web site. Functions as mainframe administrator; maintain integrity of district's database elements; lead project to add elements, involving creating a mirror image of the mainframe, re-structure by code, and load data into new structure, ensures all data is in alignment. Assists in the analysis, design and implementation of computer application systems; consults with district personnel on resolution of systems design problems; assists in the planning and development of system proposals; describes, creates, maintains, monitors and controls district date base; maintains and sets up parameters for the Transaction Processing System; trains personnel in data base concepts; may provide training using District standard software to district personnel; may function as the team leader of projects.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated supervisor or administrator.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

A bachelor's degree in Information Technology, Computer Science or related field and four years experience in application programming and database experience, including experience in systems design and data base design and transaction processing.

APPLICATIONS SPECIALIST III cont'd

Knowledge and Abilities

Knowledge of application programming & database administration; programming principles, procedures, techniques, database concepts and a full range of computers; integrated enterprise-level information systems; principles and techniques of systems design and analysis; transaction processing; principles, practices and language of computer operations; capabilities and limitations of computers and auxiliary equipment; testing and troubleshooting DBA related problems; English composition; principles of training.

 Ability to analyze and develop programs and systems, including writing, testing, debugging, documentation and operating instructions; administer district data bases; prepare data base schematics utilizing knowledge and abstract reasoning; read and understand educational data and information; elicit information and communicate with district personnel effectively; utilize required computer software; produce, finalize and check work efficiently; participate in the formulation of long range development plans and in conferences; contribute to the preparation of new computer systems; maintain effective and cooperative working relations with departmental staff, administrators, management and vendors; write clearly and concisely.

WORKING CONDITIONS

This position requires ability to use computer workstations throughout the workday.