

INFORMATION SYSTEMS SPECIALIST

CLASS SUMMARY

Under general supervision, coordinates operation of vendor information systems. Performs work requiring the ability to reconcile department procedures with vendor information systems. Acts as department liaison to District IT Services and information system vendors. Assists and trains department staff in using vendor information systems, including data entry and reporting. Performs difficult and specialized technical work requiring detailed knowledge of a department's procedures, policies, and precedents; assumes independent responsibility for special projects and prepares related reports. Performs related duties as assigned.

REPRESENTATIVE DUTIES

Coordinate and oversee daily operations of inventory control system for bookstore sites, and district-wide cashiering system including balancing, reporting and system maintenance. Provides departmental support for vendor information systems including operation of peripheral equipment such as printers, scanners, and back-up media; coordinate implementation of cashiering system upgrades, software updates and training; assists department staff in using and trouble-shooting vendor information systems. Attends vendor training and is a department resource assisting staff in the use of vendor information systems. Performs a variety of related clerical tasks that may include accounts payable, purchasing, or information maintenance and processing. Produces required reports and documentation. Maintains and updates content for departmental web pages. Prepares training documentation. Leads the work of clerical employees.

ORGANIZATIONAL RELATIONSHIPS

Positions in this class report to the designated supervisor. Serves as liaison to the Information Technologies Services department and associated vendors. May lead, direct, or coordinate the work of other staff in system operation or specific projects.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Any combination of training and/or education equivalent to graduation from high school and two years of experience using computers, peripherals, and applications.

INFORMATION SYSTEMS SPECIALIST CONT'D

Knowledge and Abilities

Knowledge of computer use related to office productivity and other applications. Ability to understand and apply vendor information systems documentation. Ability to learn and apply new procedures and methods, and to diagnose and correct data entry and reporting errors. Ability to define scope of work to achieve individual and department goals. Ability to communicate and cooperate with staff, and with vendor personnel. Ability to evaluate quantitative information and forecast related outcomes. Ability to follow written and oral instructions.