SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INFORMATION SYSTEMS SPECIALIST I

BASIC FUNCTION:

Under the direction of an assigned administrator, produce web applications, solve web-site problems and create web pages; assist in the programming of assigned software enhancements or new applications.

DISTINGUISHING CHARACTERISTICS:

The Information Systems Specialist series provides application programming support and web development and is distinguished by the complexity of on-going systems. The Information Systems Specialist I participates in the programming of assigned applications, programs and web page applications and integrates web components. The Information Systems Specialist II independently supports assigned applications and analyzes, designs, implements, documents and creates computer systems and interfaces and serves as user liaison to assigned departments. The Information Systems Specialist III designs the most complex systems, writes on-line interactive programs, develops database administration tools, maintains operating systems administration and serves as team leader on major projects.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of specialized duties involved in the design, development, analysis and maintenance of College web sites, pages and web-based applications, databases and systems; determine proper artistic and visual layout for web sites to maximize effectiveness and meet various College strategies, goals and objectives; update and configure campus intranet as assigned.

Establish and maintain contact with personnel in the analysis of web site development projects; analyze requests for web site additions, solutions and revisions; provide user training and support in the operation, development and maintenance of web sites, pages, systems and databases.

Provide consultation concerning College web sites, pages and web-based applications; respond to inquiries and provide technical information concerning related projects, standards, requirements, laws, regulations, practices and procedures.

Assist in a variety of applications programming and routine systems analysis to determine system requirements and desired outputs.

Assist in performing database modifications and applications programming to develop new information system modules; participate in writing on-line interactive problem-solving programs; participate in the evaluation of products of outside vendors to assess the use of third-party software.

January 2014
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within the District’s information systems.

Assist in writing, coding, testing, installing and maintaining computer applications.

Communicate with District user services and technical services staff as assigned to assure user information needs are met; assist faculty, staff and operational staff with operational difficulties and malfunctions encountered in existing programs; identify and resolve malfunctions, enhancing applications as required.

Attend a variety of committee meetings conferences and workshops as assigned to maintain current knowledge in the programming and systems design fields.

Prepare and maintain a variety of logs, documentation and records related to applications programming projects.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Principles, practices and procedures of website design and implementation.
Computer graphics, page layout, image scanning, audio applications, HTML, text editors, scripting, database design and programming languages and software used in web page development.
Website programming languages, utilities and applications used by the College.
System utilities and design and program applications.
Principles, practices and methods of database structures, computer programming and system design.
Basic principles, practices and techniques of applications programming and computer systems analysis and design.
Operation of computer mid-range and microcomputer system hardware.
Oral and written communication skills.
Interpersonal skills including tact, patience and courtesy.
Record-keeping techniques.

ABILITY TO:
Produce web applications, solve website problems and create web pages.
Assist in the programming of assigned software enhancements or new applications.
Support District operations.
Perform basic computer systems analysis to determine system requirements and desired outputs.
Interact with District faculty and staff to determine requirements, needs and desired outcomes.
Write clear and concise system and program documentation.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

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Any combination equivalent to: associate’s degree in information technology or related field and one year application programming experience.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information in person or on the telephone.
Seeing to view a computer monitor.
Dexterity of hands and fingers to operate a computer keyboard.
Lifting, carrying, pushing or pulling moderately heavy computer equipment.
Bending at the waist, kneeling or crouching.