SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INFORMATION SYSTEMS SPECIALIST II

BASIC FUNCTION:
Under the direction of an assigned administrator, perform more complex systems designs, maintain user communications for assigned systems and implement, document and maintain computer systems and interfaces; serve as the coordinator of the College’s web applications and websites.

DISTINGUISHING CHARACTERISTICS:
The Information Systems Specialist series provides application programming support and web development and is distinguished by the complexity of ongoing 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:
Analyze, design, implement, document and evaluate computer systems and interfaces; write, debug and test on-line interactive complex systems.

Serve as liaison to assigned departments to determine needs and feasibility of automation of department process; provide for reports and data collection methods to assure user needs are met.

Review and evaluate computer software and hardware and provide technical support, information and recommendations for upgrades; analyze existing systems performance in relation to specified requirements to assure proper integration of new programs.

Perform database modification and complex applications programming to develop new information system modules; identify new data elements needed and the relationship to existing data structures.

Participate in the evaluation of the products of outside vendors to assess the use of third-party software within the District’s information systems.

Prepare documentation of computer systems and programs.

Communicate with users and other information systems staff to develop a thorough and rigorous testing of software and database performance before new applications are released into production; assure systems requirements are fully tested and data validation and integrity rules and standards are
Provide overall direction and guidance to the College’s web site design and structure; assure standards are met in coordination of overall web site development and changes.

Assist faculty, staff and operational staff with operational difficulties and malfunctions encountered in existing program; identify and resolve malfunctions, enhancing applications as required.

Attend a variety of committee meetings, conferences and workshops to maintain current knowledge in the programming field.

Prepare and maintain a variety of logs, documentation and records related to systems analysis, design and programming projects.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Principles, practices and techniques of computer system analysis, design and applications programming.
Database design concepts.
Computer hardware systems, software applications and languages utilized by the District.
District organization, operations, policies and objective.
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.
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:
Design, develop, test, install, maintain and enhance computer systems to support District operations.
Perform complex computer systems and database analysis and design.
Perform a variety of difficult and complex applications programming duties.
Serve as the coordinator of the College’s web applications and web sites.
Demonstrate proficiency in the computer programming languages used by the District.
Detect and resolve errors in data and program structure, logic and coding.
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.

January 2014
Ewing Consulting Services
Analyze situations accurately and adopt an effective course of action. Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: associate’s degree in information technology or related field and three years increasingly responsible systems analysis, design and 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.