

Magnolia School District

MANAGEMENT INFORMATION SYSTEMS SPECIALIST

DEFINITION

Under general supervision, performs highly technical, complex system analysis, planning, installing, repairing, maintaining and upgrading district-wide computer and network equipment including local area networks (LANs) and wide area networks (WANs); provides technical support to end users; performs other related work as required.

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Performs skilled work in planning, installing, repairing, maintaining and upgrading district-wide computer and network equipment including LANs and WANs;
- plans, organizes and lays out work to be completed and estimate time and material costs;
- installs and repairs various computers and peripheral equipment including network printers, stand alone printers, and personal computers;
- installs lines and cabling into buildings;
- installs and upgrades various software systems including databases;
- installs updates for fixes, print drivers, and display drivers;
- creates and updates the district's Web page;
- provides technical support to end users; trouble shoots and resolves computer hardware or software malfunctions;
- provides recommendations regarding the organization and layout of records;
- trains and assists staff and users;
- trains technology facilitators;
- administers Macintosh networks;
- installs and upgrades file servers;
- redesigns network infrastructures;
- prepares and maintains records related to work performed and other related activities;
- assists in the repair, maintenance, and installation of various electronic equipment;
- performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Computer hardware and software applications;
- Goals of an educational program, particularly relating to computer education;
- Correct English usage, spelling, grammar, and punctuation;
- Basic mathematics;
- Adult interaction strategies and techniques;
- Advanced record management, storage, and retrieval systems and office practices and procedures;
- Applicable types of cabling systems, hubs, cows/hams, bridges and network design;
- A variety of technology including, but not limited to computers, VCRS, monitors, copiers, printers, and other office referrals;
- Internet and Intranets, i.e. file and print sharing;
- LANs and campus area networks.

Ability to:

- Learn methods and procedures to be followed in a computerized program;
- Understand and carry out oral and written instructions;

- Communicate effectively in oral and written form;
- Maintain effective working relationships with staff;
- Interact effectively with children and staff;
- Utilize a variety of appropriate instructional materials and procedures in the enhancement of a positive computerized educational environment;
- Perform routine clerical tasks and operate a variety of microcomputer and peripheral equipment
- Work with a variety of software, particularly word processing and graphics applications;
- Troubleshoot problems with computers, printers, and other technology.

Education:

Bachelor's degree in computer technology or working toward degree and three years experience in the repair and maintenance of PC and Macintosh computer equipment, including two years experience in the operation of a wide area network, design, upgrading and maintaining the WAN.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license

WORKING ENVIRONMENT

While performing the duties of this job, the employee works in a school and/or classroom as needed. The employee's primary responsibility is working with students and staff during the school day. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Depending on the work location, this assignment may involve sitting most of the time, but will involve walking or standing for brief periods. Other locations may be mostly standing and moving from computer to computer.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 54M
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