COMPUTER APPLICATIONS SPECIALIST

DEFINITION

Formulates concepts for and develops new and modified systems and computer applications to meet user requirements based on departmental needs.

TYPICAL DUTIES

Consults with technical and managerial personnel and end users and recommends solutions to problems affecting departmental operations.

Develops and specifies operational designs and directs project development teams throughout project or information systems development.

Reviews the progress of project development teams and recommends appropriate change and corrective actions in programs.

Provides technical support, assistance, and consultation to faculty, staff and/or lower-level consultants.

Monitors the development and implementation of new departmental systems to insure that program requirements, check points, documentation, and schedules are met.

Recommends long-range developmental plans related to the department.

Meets user objectives by formulating and developing systems approaches involving advanced and innovative methodologies, concepts, and techniques.

Analyzes new and existing hardware and software for appropriateness in developing new department related systems.

Evaluates the effects of new applications on existing applications, production, and systems software.

Prepares technical specifications to be used in proposal or quotation requests.

Develops and recommends technical policies relative to information systems.

Prepares system specification for software compliance.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Computer Applications Specialist formulates information system concepts based on departmental needs by recommending long-range developmental plans, preparing technical specifications, analyzing hardware and software requirements, supervising software development, and assisting users in the implementation of the system.

A Computer Applications Administrator plans, organizes, and directs the activities of a staff involved in the implementation and development of the automation of payroll, budget, finance, personnel, purchasing, and other technical applications.

Other data processing specialists act as consultants in data processing for certificated personnel, payroll, or building program functions.

An Associate Computer Applications Specialist assists Computer Applications Specialists by performing the less difficult and complex work in formulating concepts for and developing new and modified computer applications to meet customer requirements.

SUPERVISION

General direction is received from the higher-level management personnel, Information Technology personnel, or designees. Functional supervision is exercised over systems development and implementation of work performed by project task forces or teams. May supervise lower-level technical personnel.

CLASS QUALIFICATIONS

Knowledge of:

Technical aspects of governmental processes
Theory and practice of school business with emphasis on systems design and control techniques
Theory and practice of systems and procedures analysis and design
Characteristics and capabilities of state-of-the art technology in data processing
Operations research and statistical analysis
Computer hardware, peripheral equipment, and terminals
Distributed processing techniques
Mathematical modeling
Various higher-level programming languages

Ability to:

Write and orally express difficult and complex concepts clearly and concisely
Analyze problems in computer operation, program logic, and communications
Evaluate and adapt new data processing techniques
Prepare long-range and short-range plans and work schedules
Conduct and participate in meetings involving technical subjects

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree preferably in computer science or a related field. Additional qualifying experience may be substituted for the required education on a year-to-year basis.

Experience:

Three years of technical professional experience in the development or testing and implementation of a computer applications system preferably in a major school district. A minimum of one year of experience using a fourth generation computer language is required and can be used concurrent to the above required experience.

SPECIAL NOTES

Management class, exempt from bargaining units.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised   Reviewed
04-19-07   10-01-13
MT   SJ