

**KYRENE SCHOOL DISTRICT**  
**CLASS SPECIFICATION**  
**INFORMATION TECHNOLOGY SPECIALIST**

<b><u>DEPARTMENT:</u></b>	<b><u>BAND/GRADE/SUBGRADE:</u></b>	<b><u>FLSA STATUS:</u></b>
Info & CommTechnology	B/2/3	Nonexempt

<b><u>CLASS SUMMARY:</u></b>
<p>The Information Technology Specialist is the second level of a three level series. Incumbents are responsible for maintaining and managing specialized software applications or parts of larger complex applications and systems.</p> <p>Duties, based upon assignment, include assessing business needs; resolving software conflicts; ensuring systems security; providing systems troubleshooting and training; and managing specialized software applications or parts of complex applications and systems as assigned.</p> <p>The Information Technology Specialist is distinguished from the Information Technology Coordinator in that the former is focused on specific systems applications maintenance and the latter is focused on the maintenance of systems or networks.</p>

<b><u>ESSENTIAL DUTIES:</u></b>	<b><u>PERCENT OF TIME</u></b>	<b><u>BAND/ GRADE RATING</u></b>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
Maintains centralized computer processes to support District wide computer applications and computer equipment by executing necessary operations for maintenance, data, and equipment, communicating with District personnel, and creating data extractions for external analysis.	Daily 45%	B/2
Uses computer programs and analyzes customer needs by creating necessary data structures and interfaces; testing, documenting, and implementing programs; providing applications support for customers and allocating equipment.	Daily 20%	B/2
Manages databases and/or other data structures ensuring that use of structure is understood, data type definitions are correct, database is efficient in both operation and disk space use, and security is adequate.	Daily 10%	B/2
Troubleshoots jobs and/or erroneous data determining causes of errors.	Daily 5%	B/2
Liaisons with software and hardware providers and users to facilitate resolution of issues.	Daily 5%	B/2
Maintains and provides documentation for systems and related processes including production of reports.	Daily 5%	B/2
Performs other duties of a similar nature and level as assigned.	As Required	



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**Training And Experience:**

High School Diploma or GED and three years related experience is required; based upon assignment, Associate's Degree or two year certificated technical training and/or one year of additional specialized training may be required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing/Certification Requirements:**

- Based upon assignment, specific vendor certifications may be required.

**Knowledge of:**

- Pertinent federal, state, and local laws, codes, rules, regulations, recommendations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Business systems analysis, programming, operating systems, and database structures;
- Information Technology principles and practices;
- Safety procedures.

**Skill in:**

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Diagnosing and solving information technology problems;
- Communicating effectively, both orally and in writing;
- Customer service and public relations;
- Data entry, developing databases, managing applications, writing documentation and reports;
- Interpreting and applying laws, regulations, codes, and policies;
- Use of a variety of computer-based technologies; and
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.



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**ADA and Other Requirements:**

Positions in this class typically require: stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subject to travel, mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, workspace restrictions, and intense noise.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Class History Information:**

Prepared by Fox Lawson & Associates 10.24.08

