

## **INFORMATION SERVICES SPECIALIST**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a technical position which involves adapting software and developing programs for the coordinated use of technology enhanced systems in the school. The systems will include the use of network and desktop software, microcomputers and other equipment. The incumbent is responsible for keeping abreast of the latest technological developments in the industry. Work is performed under the general direction of a higher level administrative position. Supervision over others is not required of this position.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Installs, operates, maintains and repairs equipment and software used throughout the school district's offices and classrooms;
2. Sets up temporary and permanent computer and video systems in district facilities;
3. Assists in scheduling the use of technology equipment;
4. Makes recommendations to the Administrator for the purchase of new equipment;
5. Assists in maintaining an inventory and identification of district technology and supporting equipment (Including technology hardware, furniture, office equipment etc., in all of the schools);
6. Plans, installs and maintains district technology facilities;
7. Holds in-house workshops teaching district personnel about software applications that are available for use in the district;
8. Establishes and maintains a familiarity with the technological capabilities of various types of software, including stand-alone, shared resource and shared logic systems and microcomputers including networks systems;
9. Maintains records and prepares written reports as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of integrated technology principles and practices;  
Thorough knowledge of potential uses and general limitations of technology systems, particularly microcomputer systems;  
Ability to diagnose hardware, software and operating system problems and make repairs;  
Ability to research the various hardware and software products available in the field and determine their applicability to district needs;  
Ability to understand and interpret complex oral and written material;  
Ability to work with others;  
Ability to communicate effectively, both orally and in writing;  
Personal characteristics necessary to perform the duties of the position;  
Physical condition commensurate with the demands of the position.

**INFORMATION SERVICES SPECIALIST** (Cont'd)

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER:       (A)     Graduation from a regionally accredited or New York State registered college or university with an Associate's degree which included 18 credits in computer science, data processing or a related field AND one (1) year of work experience in data processing which required the implementation, maintenance and repair of microcomputer systems;
- OR:            (B)     Three (3) years of work experience as indicated in (A) above;
- OR:            (C)     An equivalent combination of training and experience as indicated in (A) and (B) above.

NOTE: Training in appropriate vocational and/or business programs may be substituted for the above training and requirements on a year-for-year basis.

DP0219

ADOPTED:    08/11/88

REVISED:    02/28/89

REVISED:    10/19/00

REVISED:    01/26/06