

MARIN COUNTY OFFICE OF EDUCATION CLASSIFIED POSITION DESCRIPTION

Information Systems Specialist

DEFINITION

Under direct supervision assists in the design, development, and deployment of complex computer, network, and telecommunication systems at multiple sites. Assists with the installation and management of network servers and network operating systems. Assists with the configuration of network users, file systems, and network security. Assists with the installation, maintenance, and facilitation of server-based database systems. Provides technical support, expertise and training in support of administration and instruction; troubleshoots and develops solutions to system problems.

DUTIES AND RESPONSIBILITIES

1. Designs, develops, enhances and teaches a wide range of technology related classes for teachers and staff.
2. Develops reference materials to support technology instruction.
3. Maintains, upgrades, troubleshoots, and repairs technology related hardware and software at multiple sites.
4. Evaluates and recommends technology purchases, upgrades, and replacements.
5. Assists with the installation, deployment, and management of network services such as print, email, web, database, file sharing, DNS, DHCP, security, and other network operations.
6. Responds to help desk requests; acts as resource for more complex problems.
7. Assists in use and deployment of telecommunication technologies such as video streaming, videoconferencing, webcasting, and other emerging IP broadcast applications.
8. Facilitates the collection, management, and distribution of data for analysis and reporting.
9. Consults with and advises program staff on the use and integration of computers and technology into the classroom setting.
10. Assists with the installation, configuration, and management of network switches, routers, and other LAN and WAN network devices.
11. Assists with the monitoring and maintenance of computer network security systems.
12. Attends trainings, workshops, and other professional development opportunities, as assigned.
13. Performs a wide variety of other related duties as assigned, requiring essentially the same effort, skill and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Design and operation of computer networks and operating systems;
- Internet protocols, applications, and related technology;
- Effective training strategies;
- Installation and maintenance of networking hardware and software;
- Desktop and network security hardware, software and procedures;
- Basic database operations;
- Standard English usage, spelling, grammar, and punctuation;
- Advanced techniques in the use of administrative software applications.

ABILITY TO:

- Troubleshoot, update and repair technology related hardware;
- Work in a fast paced, team oriented environment;
- Assess and evaluate site needs for technology;
- Develop and implement computer training classes for non-technical users;
- Design and maintain web sites;
- Establish effective working relationships;
- Demonstrate strength, stamina, and physical agility to complete assigned tasks; lift up to 50 pounds on occasion.
- Operate sophisticated technical equipment;
- Utilize basic time management strategies to complete assigned projects;
- Keep abreast of new developments in technology;

EDUCATION AND EXPERIENCE

Any combination of education and experience providing the required knowledge and ability is qualifying. Typical qualifications would be equivalent to either:

1. Associate's degree in computer science, information systems, or engineering or related fields.

or

2. Minimum of two years experience in computer network design and installation including providing access to the Internet through a domain server.

and

Possession and maintenance of a valid California Driver's license.

010907 – Labor Grade 17, Salary Range 56 – IS SPECIALIST