MARIN COUNTY OFFICE OF EDUCATION
CLASSIFIED POSITION DESCRIPTION

Information Systems Analyst

THE POSITION:
Under direct supervision, defines and analyzes client system needs; designs, develops, and deploys complex computer system solutions to meet those needs. Monitors, maintains and updates information systems to ensure optimal performance. Provides consultation and training to staff.

TYPICAL DUTIES:
Essential duties may include, but are not limited to, the following:

1. Designs, develops and supports database systems.
2. Researches and implements emerging telecommunication and IP technologies.
3. Monitors, tests, troubleshoots, and debugs database and network systems.
4. Performs routine system management and develops data processing procedures and documentation.
5. Installs, deploys, and manages network services such as print, email, web, database, file sharing, DNS, DHCP, security, and other network operations.
6. Installs, configures, and manages network switches, routers, and other LAN and WAN network devices.
7. Coordinates the collection, management, and distribution of data.
8. Monitors and maintains computer network security systems.
9. Provides individual and group training in advanced uses of software applications; develops training materials.
10. Attends trainings, workshops, and other professional development opportunities, as assigned.
11. Performs other duties as assigned requiring essentially the same effort. skill, and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical path to obtain the knowledge and skills would be two years of responsible experience in the installation, operation, backup, repair, upgrade, support, maintenance, and interoperability of stand alone and network operating systems, applications, hardware, network peripherals and network security and an AA degree in Computer Science, or graduation from an accredited four year institution of higher learning in Computer Science, Information Technology, or related field. Possession and maintenance of a valid California Driver's License.

KNOWLEDGE AND ABILITIES
Knowledge **of:**
- Principles, theories, methods, materials, and equipment used in the design, installation, operation, and maintenance of computer networks and database systems;
- Administration, use, and requirements of computer applications, operating systems, and telecommunications systems;
- Procedures of software and hardware configurations and optimization;
- Effective training strategies;
- Standard English usage, spelling, grammar, and punctuation.

Ability to:

- Plan, install, operate, administer, troubleshoot, maintain, and repair computers, networks and peripherals;
- Provide technical advice and assistance on matters relating to the installation, operation, and support of the MCOE information system;
- Comprehend technical manuals and instructions;
- Analyze and problem solve in a complex technical environment;
- Demonstrate strength, stamina, and physical agility to complete assigned tasks; lifts up to 50 lbs. on occasion;
- Establish and maintain cooperative working relationships;
- Operate sophisticated technical equipment;
- Work independently, utilizing effective time management strategies to complete assigned projects;
- Keeps abreast of new developments in technology.

010907 - Labor Grade 10, Salary Range 64 - INFORMATION SYSTEMS ANALYST