



### **QUALIFICATIONS**

**Knowledge of:** Principles, theory, design and optimal performance of computer operating systems and related software; principles, theory, techniques and strategies of data system analysis and design; software, operating, data base and telecommunications systems; assembly, procedural, and language control coding processes; data base developing and design; theory, methods, techniques, and procedures of writing programs for various computer operations; technical writing and training methods, techniques, and strategies; research and development strategies and techniques; proper English usage, spelling, grammar, and punctuation; mathematical concepts and processes.

**Ability to:** Effectively and efficiently supervise computer programmer/analyst and operational staff; test, interpret and implement system changes to enhance computer operations and correct operational faults; analyze user informational needs and problems; design clear and logical systems to meet specific requirements; plan, organize, and prepare technical documentation, operating procedures and management related reports in a clear and concise manner; communicate effectively in oral and written form incorporating a variety of technical concepts; work independently, with little or no supervision from the Director of Information Systems; understand and follow oral and written directions; establish and maintain cooperative working relationships.

### **EXPERIENCE AND EDUCATION**

**Experience:** Four years of paid, full time experience in programming, system design and implementation functions including one year in a lead or supervisory capacity; programming in SQL is required.

**Education:** Verification of a Bachelor or Arts or higher degree in Computer Science, Business Administration, or a closely related field; supplemental course work in information technology, data processing practices or other closely related fields is desirable.

**License Requirement:** Verification of the possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment:** Insurability by the District's liability insurance carrier.

12/2007