Rialto Unified School District

COORDINATOR I, INFORMATION SYSTEMS

DEFINITION

Under the direction of the Director of Information Systems, plans, organizes, coordinates, evaluates, modifies, and implements operating systems, application software and network processes; provides assistance, consultation and training to end-users and Information Technology personnel; supervises the operational and programming staff; analyzes user process needs; programs or assists in maintaining SQL database; prepares computer operational documentation and procedural guidelines; performs other related tasks as required and/or assigned.

ESSENTIAL DUTIES

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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.

<u>Ability to</u>: 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.

<u>License Requirement</u>: 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