

Job Title: IT Application Specialist

Wage/Hour Status: Exempt

Reports to: Web and Business Systems Manager

Pay Grade: 505

Dept. /School: IT

Date Revised: August 11, 2021

Primary Purpose

Provide support and manage the central office and campus based administrative application systems. Manage and assist users with support and maintenance contracts for applications in the District.

Qualifications

Education/Certification

Bachelor's Degree

Special Knowledge/Skills

- Knowledge Office 365 applications, Windows Server
- Knowledge of computer network, hardware, and software applications
- Knowledge of computer applications development and implementation
- Strong organizational, communication and interpersonal skills
- Knowledge of resource planning techniques as applied to computer environments
- Knowledge of up-to-date data processing procedures and technology

Experience

Five (5) years' experience in application support and computer operations; security; data communications; and other technical aspects of information systems

Major Responsibilities and Duties

Technology Management

1. Ensure the Office for Technology Service is supportive of the instructional goals and objectives of the District and the attainment of campus performance objectives.
2. Balance and maintain the District's computer system resources to achieve optimum performance and response time for customers.
3. Administer and coordinate the installation and maintenance of the iSeries hardware systems and campus-based applications.
4. Analyze, evaluate, and support user needs and system functionality.
5. Manage crises, which may involve complex technical hardware or software problems.
6. Provide program, analysis, and training to ensure proper use of systems and obtain maximum utilization of resources.
7. Maintain current knowledge of technology and processes in the information systems area.
8. Ensure the mission of the Office for Technology Services supports the mission of the district.
9. Compile, maintain, and file reports, records, and other documents required.
10. Advise the District/department administrators on integration and sustainability concerns associated with the proposed acquisition of new hardware/software products relative to existing platforms, campus and District operations, and current/future investment.
11. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Repetitive hand motions and prolonged use of the computer. Maintain a positive work relationship with department and campus staff. Occasional prolonged and irregular hours.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: _____

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.