SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: SOFTWARE SPECIALIST

BASIC FUNCTION:

Under the direction of the Information Systems Supervisor, translate non-technical user requirements into programming specifications for department technical staff and software vendors; install and maintain software applications and other software products utilized by the District; assist in the development and documentation of user requirements, system fit-gap-analysis, program functionality, data mapping, data conversion and report processing requirements.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Translate non-technical user requirements into programming specifications for department technical staff and software vendors; provide technical assistance to programmer analysts and other operations personnel in the development of software to be utilized by District personnel.

Install and maintain software applications and other software products utilized by the District including data base management system software and related products, including SQL, ODBC, and DBMS related interfaces.

Install, and maintain software upgrades for a variety of administrative systems; maintain quality control of new software version installations; troubleshoot and correct routine and complex software application problems; program change management and documentation library.

Enhance and maintain operational procedures for nightly batch processing, scheduling calendars and report processing requirements.

Prepare recommendations regarding acquisition of software product alternatives; evaluate and recommend acquisition of hardware and equipment; recommend changes to increase operating efficiency of hardware and software.

Assist in the development and programming activities for data base management systems, including system control programs and other related software products.

Perform internal departmental studies and assist in the development of departmental procedures; assist in the conversion of existing systems to meet the needs of new computer hardware and software.

Assist in data conversion from existing systems to commercially supplied software applications.

Serve as District liaison with a variety of vendors and contractors.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Methods and procedures related to the development of non-technical user requirements into programming specifications for department technical staff and software vendors.
Data base management system software, including SQL, ODBC, and DBMS related interfaces.
Methods and procedures related to the installation and maintenance of software upgrades for a variety of administrative systems.
Basic development and programming activities for data base management systems.
Procedures for batch processing, scheduling calendars and report processing requirements.
Technical aspects of field of specialty.
Crystal Reports and SQL reporting tools.
Microsoft Project Software.
Microsoft Office Suite, including Access database applications.
Correct English usage, grammar, spelling, punctuation and vocabulary

ABILITY TO:
Translate non-technical user requirements into programming specifications for department technical staff and software vendors.
Update and maintain data base software and system control programs in the client/server environment in WINDOWS, NT and UNIX operating systems.
Install, and maintain software upgrades for a variety of administrative systems.
Maintain quality control of new software version installations.
Troubleshoot and correct routine and complex software application problems.
Assist in data conversion from existing systems to commercially supplied software applications.
Communicate effectively both written and orally.
Read and understand technical manuals and documentation.
Coordinate effectively with user personnel and management at all levels.
Communicate non-technical user requirements to technical staff.
Monitor progress of projects.
Work independently with little direction.
Maintain current knowledge of technological advances in the field.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: college level coursework in information systems or related field including courses in systems analysis and programming and four years progressively responsible experience in software systems development and programming and data base software.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to reach computer equipment.
Seeing to view a computer monitor.

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224

Office-Technical Job Description
Approved by BOT – 6/16/03