

## Medford SD 549C Job Description

The Medford School District is a premier school district that inspires remarkable achievement, and empowers students to succeed and contribute in a changing world.

**Job Title:** Information Technology System Analyst 1

**Supervisor:** Manager - Technology

**FLSA Status:** Non-exempt

**Summary:** Under the supervision of the Technology Manager, this position provides a high level of technical expertise to Medford School District. The position requires knowledge, skills, and abilities to identify technology needs, and develop solutions and strategies for improving productivity to support application development for the District.

### Essential Duties and Responsibilities:

- Defines business challenges by conferring with the appropriate users.
- Evaluates procedures and processes to identify systems or procedural requirements.
- Coordinates state and federal reporting, related to District data.
- Identifies needs and develops strategies for improving productivity.
- Provides solutions to support application development for the District.
- Analyzes and documents system requirements and performs testing.
- Writes and reviews business and technical specifications.
- Develops and implements end-to-end testing to ensure systems work as expected.
- Designs instructional guides, user manuals, and other media for use in conducting individual and group training programs for District employees.
- Assists in investigations and resolution of application functionality related issues.
- Provides support and troubleshooting for system issues.
- Works with department staff, District, employees, and administrators to provide ongoing scheduled reports as well as ad-hoc requests.
- Maintains competency in all position responsibilities.
- Complies with all safety and work rules, policies and procedures.
- Responsible for proper utilization, operation and maintenance of all department resources.
- Provides support to other positions as needed.
- Assumes additional responsibilities as appropriate with little or no supervision.
- Attends work regularly and punctually.
- Other related duties may be assigned.

### Supervisory Responsibilities:

- All employees of the Medford School District have responsibility for supervising students and assisting in maintaining a safe environment.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** Associates Degree in Computer or Information Science or three (3) years related experience and/or ability or equivalent combination of education and experience; A Bachelor's Degree in Computer or Information Science is preferred.

**Interpersonal Skills:** Ability to interact appropriately with teachers, staff, members of the community and students. Focuses on solving conflict; maintains confidentiality; Contributes to building a positive team spirit. Ability to communicate and collaborate with internal and external personnel to analyze information needs and functional requirements.

**Language Skills:** Ability to communicate fluently in English both verbally and in writing. Preference may be given to applicants who are fluent in both English and Spanish. The ability to communicate in Spanish is preferred. Ability to effectively present information and respond verbally and in writing to common inquiries or complaints from students, parents, regulatory agencies, administrators, or stt. Ability to read, analyze, or interpret general business periodicals, professional journals, technical procedures, technical sketches, drawings, specifications, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals.

**Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:** Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to develop spreadsheets and word processing software. Basic concepts for querying or managing data in a relational database management system. Read and understand nonverbal symbols (formulas, scientific equations, graphs, etc.). Ability to deal with a variety of abstract and concrete variables.

**Computer Skills:** To perform this job successfully, an individual should have general knowledge of basic computer components, fundamental repair procedures and the ability to use email, internet software, inventory software, spreadsheets and word processing software. Appropriate computer certification(s) as determined by the District. Knowledge of programming languages including, but not limited to VB.net, C#.net, and COBOL preferred.

**Certificates, Licenses, Registrations:** Certificates as determined by the District including valid Oregon driver's license.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to walk or stand. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus. Speaking clearly enough to be able to be understood by others. Identifying and understanding the speech of another person. Emotional stability to work effectively under pressure and to keep all aspects of the job under control.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate. Employee may be exposed to bloodborne pathogens. Employee may be subject to temperature fluctuations, fumes, odors and dust.

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The District may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_