

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: TECHNOLOGY APPLICATION SPECIALIST II

BASIC FUNCTION:

Under the direction of the Technology Operations Manager, serve as a technical resource to District personnel in supporting instructional and business technology; provide technical assistance, technical information, problem solving, and advice regarding the use of software applications including the Student Information System, Financial System and others; develop and maintain training materials and training programs, provide technical training to District personnel including peers; schedule, coordinate, and participate in the production, quality assurance, and delivery of output reports and data; develop and maintain procedural documentation regarding District technology systems and applications.

DISTINGUISHING CHARACTERISTICS:

The Technology Application Specialist II is responsible for the same functions, knowledge and abilities of the Level I classification, plus developing and maintaining training materials and training programs, providing technical training to District personnel, scheduling, coordinating, and participating in the production, quality assurance, and delivery of output reports and data and developing and maintaining procedural documentation regarding District technology systems and applications.

ESSENTIAL FUNCTIONS:

Provide user support and customer service. Provide Help Desk functions and be available to users requiring technical assistance. Follow standard Help Desk operating procedures and accurately log all Help Desk contacts using call logging system.

Receive requests from users for service or problems resolution. Prioritize requests and route to appropriate staff for action. Track the progress of service and problem resolution and contact users to keep them informed of the status of their requests.

Document application specific problems and resolutions for future reference and maintain knowledgebase to assist in the troubleshooting of district supported applications.

Communicate effectively with users on the proper operation and use of software applications.

Develop training programs, course modules, and training materials to train District users in the use of software applications.

Provide technical training sessions for District users in the use of software applications.

Organize and conduct user meetings for the purpose of educating District users in the use and maintenance of district wide software applications and systems.

Prepare and distribute application supported data and reports to appropriate personnel as requested and directed.

Assist in the maintenance and submission of required data for state and federal reporting (e.g. CBEDS, CALPADS, etc.) for the purpose of providing timely and accurate data reporting

Monitor information submitted into application systems (e.g. enrollment, attendance, testing, etc.) for the purpose of ensuring the integrity of the data.

Create and maintain operational documentation including procedures, policies, and reference materials.

Maintain current knowledge of technological advances and industry trends by attending conferences, workshops and trainings.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of providing technical customer service and support to users of software applications.

Principles, methods and procedures of maintaining and administering software applications.

Diagnostic techniques and procedures used in software application troubleshooting and repair.

Technical aspects of providing software application training and support.

Principles and practices of training users in the use of software applications.

Principles and practices of developing and managing a user training program.

Scheduling requirements for special projects and production runs.

Student Information System software applications.

Financial System software applications.

Computer hardware systems and software applications utilized by the District.

Technical aspects of field of specialty.

Principles and practices of creating and maintaining operational procedures and documentation.

District organization, operations, policies and objectives.

Policies and objectives of assigned program and activities.

Record keeping and report preparation techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Modern office practices, procedures and equipment.

Proper lifting techniques.

ABILITY TO:

Serve as a technical resource to District personnel.

Operate the Help Desk and provide technical assistance concerning computer software applications.

Assist personnel with setting up and maintaining computer software applications.

Provide training to personnel in the operation of computer software applications.

Develop and conduct computer training materials and programs for District personnel.

Maintain current knowledge of technological advances in the field.

Learn District organization, operations, policies and objectives.

Learn policies and objectives of assigned program and activities.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and prepare reports.
Understand and follow oral and written instructions.
Meet schedules and time lines.
Maintain consistent, punctual and regular attendance.
Move hands and fingers to operate a computer keyboard.
Hear and speak to exchange information.
See to view computer monitor and read a variety of materials.
Sit for extended periods of time.
Work independently with little direction.
Plan and organize work.
Prioritize and schedule work.
Operate computers and peripheral equipment properly and efficiently.
Type accurately.
Use proper lifting methods.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school supplemented by college-level course work in computer science or closely related field and three years experience providing technical customer service.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Arm-lift 40 pounds and floor-lift 40 pounds.

WORKING CONDITIONS:

ENVIRONMENT:

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

BOARD APPROVED: June 13, 2017