PERRIS UNION HIGH SCHOOL DISTRICT

JOB TITLE: **SYSTEMS ANALYST**

JOB PURPOSE STATEMENT: Under the direction and supervision of the Director of Technology, performs a variety of technical duties involved in the system-level support of multi-user operating systems; provides technical support to system users; administers District web sites; and identifies and implements solutions to improve productive and efficient use of the District's technology infrastructure.

JOB FUNCTIONS:

- Knows principles, practices, design, configuration, installation, and maintenance of network operating systems

- Diagnoses and resolves technical problems for system users

- Oversees the development of District websites

- Manages integration of applications with District websites

- Identifies and evaluates new technologies and their potential use within the District

- Provides instruction and documentation to users for use of District websites and applications

- Facilitates user technical requests to enhance efficiency of website and application use

- Administers web based applications, including district web servers, hosted applications, and   district web site

- Maintains current knowledge of technology and industry standards and trends

- Knows HTML and web design concepts

- Knows basic scripting and programming

- Knows telephony

JOB FUNCTIONS (continued);

- Knows graphic design

- Knows microcomputer hardware and software applications

- Knows District policies, rules and regulations pertaining to assigned area

- Operates computers, computer peripherals and standard office equipment

- Reads, comprehends, and applies complex instructions and technical literature

- Works effectively with minimal supervision

- Understands and follows oral and written instructions related to complex technical matters

- Communicates effectively both orally and in writing

- Works effectively under pressure in a fast-paced environment and under strict deadlines

- Makes mathematical calculations with accuracy

- Works efficiently with frequent interruptions

- Schedules and performs work to meet established timelines

- Establishes and maintains an effective working relationship with staff, students, parents, and community members

- Performs related duties as assigned or needed

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines

- Able to conduct verbal conversation, write, and read in English

- Able to hear normal range verbal conversation (approximately 60 decibels)

- Able to sit, stand, stoop, kneel, squat, bend, lift (50 pounds), carry (50 pounds), push/pull 50 pounds), and walk

- Able to climb slopes, stairs, steps, ramps and ladders

- Able to exhibit full range of motion for shoulder, elbow, back, hip, and knee

- Able to operate office machines and equipment in a safe and effective manner

- Able to demonstrate manual dexterity necessary to operate computer equipment with speed and accuracy

JOB QUALIFICATIONS:

Education/Experience:

- High school diploma or equivalent

- Any combination equivalent to two (2) years of college-level course work in computer technology and two (2) years of networked computer experience

- Website administration experience desirable

Licenses, Certifications, Bonding, and/or Testing:

- Valid Driver's License

- TB Clearance

- Drug/Alcohol Clearance

- Criminal Justice Fingerprint Clearance

Membership in CSEA or payment of an equal service fee is a condition of employment.