CHICO UNIFIED SCHOOL DISTRICT

INFORMATION SERVICES SUPERVISOR

DEFINITION
Under general direction, to plan, organize, supervise and participate in the functions and activities of the District information and data processing operations; to evaluate, modify, maintain and implement enhanced information and data system software and hardware; to provide assistance and training to end-users and information and data processing personnel; and to do other related work as required.

ESSENTIAL DUTIES
• Plans, organizes, supervises and participates in the District information and data processing operations.
• Analyzes and evaluates software packages and update versions of the computer operating system to determine the feasibility of modifying existing hardware and system software.
• Consults with the technical, administrative, and end-user personnel in the development of alternative solutions to problems and situations affecting the information system performance and user needs.
• Monitors, audits, and interacts with operational and programming personnel in implementing, debugging, and maintaining system software, to ensure an effective and efficient use of manpower and monetary resources.
• Plans, organizes, and prepares software, network documentation and user operating instructions.
• Participates in the planning, development, and preparation of operational goals and objectives, result requirements, technology standards, operational procedures, and system performance expectations objectives.
• Participates in developing, implementing, debugging, and maintaining telecommunication, data base, network, and other system software, which may include the diagnosis and correction of software and hardware problems.
• Assists in the development of technical specifications to be used in software and hardware proposals and quotation requests.
• Performs system performance analyses and recommends system enhancements and action to overcome result deviations.
• Monitors, audits, supervises and evaluates the performance of information and data processing personnel and assists them in determining alternative solutions concerning unusual and unforeseen problems and situations.

QUALIFICATIONS
Knowledge of:
• Principles, theory, design, and optimal performance of operating systems, hardware and related software;
• Principles, theory, techniques, and strategies of data system analysis and design;
• Software, operating, data base, network, and telecommunication systems.
• Theory, methods, techniques, and procedures of writing programs for various computer operations;
• Technical writing and training methods, techniques, and strategies;
• Research and development strategies and techniques.

Ability to:
• Effectively and efficiently analyze, evaluate, modify, and adapt system software enhancements;
• Analyze user informational needs and problems, and design clear and logical systems in meeting specific requirements;
• Plan, organize, and prepare technical documentation, operating procedures, and management related reports in a clear and concise manner;
• Communicate effectively in oral and written form pertaining to a variety of technical concepts;
• Understand and carry out oral and written directions with minimal accountability controls;
• Establish and maintain cooperative working relationships.
PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 25 to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting some of the time, but will involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handling and working with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:
Four years of experience in programming and system design, information and data processing, including one year in supervisory capacity.

Education:
Completion of a Baccalaureate or higher degree from an accredited college or university with an emphasis in computer science, telecommunication, business administration, or a closely related field.

License Requirement
Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment
Insurability by the District's liability insurance carrier.

PC - September, 1997