

SACRAMENTO COUNTY OFFICE OF EDUCATION

**CLASSIFICATION TITLE: Management Information Systems Specialist—
Technology Applications**

DEFINITION

Under general direction performs a variety of specialized duties that involve the collection and reporting of data and the maintenance of a comprehensive department management information system. Performs related duties as required.

DIRECTLY RESPONSIBLE TO

Appropriate department administrator

SUPERVISION OVER

None; however, may provide technical direction to other staff in the program.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Maintenance of Departmental Management Information System

Develops, and maintains a comprehensive department database and Management Information System for use in or preparation of a variety of specialized local and state required reports; uses data to assist in establishing and preparing lists, information booklets, master lists/logs, on-line documents, website pages, and other necessary and related materials; audits and then enters changes, modifications, and amendments to data in the system; digitizes print materials; researches information to post on-line; from a hard copy, creates an electronic file and posts on the website; organizes material for efficient reporting and retrieval.

Computer Applications

Creates, stores, and retrieves data to produce a variety of reports; maintains existing databases used to store and retrieve data used for program operations; establishes new databases using productivity software common to Macintosh and Windows operating environments; converts printed and electronic documents to ASCII (text files), HTML (Hypertext Markup Language), PDF (Portable Document Format) and other file formats; uses graphic editing applications to copy, edit, and save graphics from print documents and electronic files for use on Web sites.

Office Support

Assists in establishing and maintaining a variety of file systems used in the department; creates documents including forms, procedures, and reports; assists other department personnel as necessary including preparation of manuals and brochures, and set-up for meetings, Webcasts and videoconferences; operates standard office equipment; attends department meetings as requested.

Communications/Client Support

Develops correspondence related to the position including letters, memos, e-mails and faxes; creates and maintains current client mailing lists; maintains and organizes archive/library materials for clients; develops, organizes and maintains training modules for clients; provides technical, Webcast, and videoconferencing support and guidance for clients; researches client inquiries and new technology.

MINIMUM QUALIFICATIONS

Education

Sufficient formal and/or informal training to provide the ability to read, write, and perform mathematical calculations at a level consistent with the requirements of the position; advanced coursework in MIS or related field is desirable.

Training and Experience

Any combination of training and/or experience which demonstrates ability to perform the duties as described; a typical qualifying background would include progressively responsible experience in MIS.

Knowledge of:

Utilization and purposes of Management Information Systems; basic Macintosh and Windows operating systems; current versions of standard software applications; graphic file formats; flat file and relational databases; basic Hypertext Markup Language (HTML) and Portable Document Format (PDF); Federal Accessibility standards; standard clerical procedures and office operations, English grammar, punctuation, and spelling; technical writing; basic research techniques; standard types of office filing systems.

Skill and Ability to:

Maintain a complex database and management information system performing the following functions -- access, store, and retrieve data, set up and maintain database files, produce a variety of reports from the database; perform complex mathematical calculations; operate standard office equipment; accurately prepare, create, edit, and design memos, reports, letters, and other documents; communicate effectively both in oral and written form; organize and prioritize work; read, interpret, and apply rules, laws, and procedures; follow instructions; research and resolve inquiries; research new technology; work independently; establish and maintain cooperative working relationships with clients, teachers, administrators, and the general public.

Revisions approved by the Personnel Commission 8/12/08

Revisions approved by the Personnel Commission on 1/18/05

Former Title: Management Information System Specialist – Microcomputer Applications

Approved by the Personnel Commission on 6/17/98