

SACRAMENTO COUNTY OFFICE OF EDUCATION

**CLASSIFICATION TITLE: Senior Management Information Systems Specialist --  
Technology Applications**

**DEFINITION**

Under general direction, performs a variety of complex duties that involve the identification, collection, and reporting of data and the development and maintenance of department management information systems, databases, and Web page development operations; performs related duties as required.

**DISTINGUISHING CHARACTERISTICS**

The Senior Management Information Systems Specialist, Technology Applications, is distinguished from the Management Information Systems Specialist, Technology Applications, by the extensive knowledge, experience and complex technical skills required. Further differences include more responsibility and decision-making at a higher level.

**DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

**SUPERVISION OVER**

None; however, may direct the work and provide assistance to other staff assigned to the department.

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

Web Page Development

Assists department staff to create and develop Web pages for the department and outside clients; makes recommendations to clients regarding style and content of Web pages; writes online news items; creates electronic files in a variety of complex formats including graphics, and posts on the Web site; modifies and updates Web page data according to information received from information providers; establishes system for insuring that outdated Web data and information is purged.

Database Management

Develops and maintains complex databases and management information systems in coordination with department staff and various public and private educational agencies; uses data to prepare complex reports, on-line documents, Web site pages, information booklets, and other related materials; organizes data for efficient reporting and retrieval; audits system data and makes necessary modifications; performs back-up for data systems; retires outdated items and maintains electronic archives of retired materials;.

Office Support

Establishes and maintains a variety of file systems; assists other department staff to prepare manuals, reports, brochures and other related documents; creates and formats complex documents including calendars, schedules and forms; attends department meetings and conferences as requested.

Client Support

Acts as a liaison for the department to provide client support to various public and private educational agencies as requested; researches and establishes network of information providers; creates and maintains current client mailing lists; develops correspondence related to all facets of the position including letters, memos, emails and faxes; coordinates the development, organization and maintenance of training modules for clients; researches client inquiries and new technology; trains staff and clients on using data systems; provides technical assistance.

## **MINIMUM QUALIFICATIONS**

### **Education**

Sufficient formal and/or informal education, and training, to provide the ability to perform the duties and responsibilities listed herein; advanced coursework in MIS or related field is desirable.

### **Training and Experience**

Successful experience in the maintenance of comprehensive management information systems, databases, and Web page development operations; preference may be provided to those who have completed a formalized training program in Management Information Systems.

### **Knowledge of:**

Utilization and purposes of Management Information Systems; Macintosh and Windows operating systems; current versions of standard software applications; graphic file formats; flat file and relational databases; Web page development software including Hypertext Markup Language (HTML), Adobe Creative Suite, and Portable Document Format (PDF); Cascading Style Sheets (CSS); Federal Accessibility standards; English grammar, punctuation, and spelling; technical writing; research techniques; standard types of office filing systems.

### **Skill and Ability to:**

Maintain a complex database, management information system, and Web page development at a level to access, store, and retrieve data, set up and maintain database files, produce a variety of reports from the database; convert file formats from various applications; accurately prepare, create, format and design memos, reports, calendars, schedules, forms, technical instructions, 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 and as a team member; establish and maintain cooperative working relationships with those contacted during the course of work.

Revisions approved by Personnel Commission 8/12/08

Revisions approved by Personnel Commission on 1/18/05

Former Title: Senior Management Information Systems Specialist – Microcomputer Applications

Adopted by Personnel Commission 9/12/00