

# **Sacramento County Office of Education Job Description**

## **Classification Title: Senior MIS Specialist**

### **DEFINITION**

Under general direction, performs a variety of complex duties that involve the identification, collection, and reporting of data using a variety of database systems; maintains and manages website content and electronic documents; performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

The Senior Management Information Systems Specialist is distinguished from the Management Information Systems Specialist 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 Content Management**

Manages and updates website content; makes recommendations regarding website content layouts and styles; formats, writes and posts online content; captions videos; creates electronic files in a variety of complex formats including graphics and posts on the website; maintains social media presence (Twitter feed, Facebook, etc.); establishes system to ensure outdated website data and information is purged regularly.

#### **Database Management**

Utilizes complex databases and management information systems in coordination with department staff and various public and private educational agencies; uses data to prepare complex reports, online documents, website pages, information booklets, and other related materials; organizes data for efficient reporting and retrieval; retires outdated items and maintains electronic archives of retired materials.

#### **Office Support**

Establishes and maintains an electronic filing system to store and easily locate documents on a variety of topics; assists other department staff to prepare manuals, reports, brochures, publications, and other related documents; creates and formats complex documents including calendars, schedules, and forms; attends department meetings and conferences as requested.

#### **Client Support and Training**

Acts as a liaison for the department to provide client support to various public and private educational agencies as requested; takes support calls and creates tickets; researches and establishes network of information providers; creates and maintains current client mailing lists; develops correspondence; coordinates the development, organization and maintenance of training modules for clients; researches client inquiries and new technology; trains staff and clients on using website and data systems; provides other assistance as needed.

## **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 content management 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; social networking; current versions of standard software applications; graphic file formats; relational databases; assistive technologies; web content creation software including Adobe Creative Suite and Portable Document Format (PDF); Hypertext Markup Language; Cascading Style Sheets (CSS); Web Content Accessibility Guidelines (WCAG) 2.0 web standards compliance; Federal Accessibility standards; English grammar, punctuation, and spelling; technical writing; research techniques; standard types of office filing systems.

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

Utilize a variety of complex database systems; manage website content using a Content Management System or web application interface; maintain database files; produce a variety of reports from raw data; 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 3/12/19

Revisions approved by Personnel Commission 8/11/15 (no changes made)

Revisions approved by Personnel Commission 2/14/12

Former Title: Senior Management Information Systems Specialist – Technology Applications

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