<div align="center">**YUBA COMMUNITY COLLEGE DISTRICT**</div>

CLASS TITLE: INFORMATION SYSTEMS SPECIALIST II

BASIC FUNCTION:

Under the direction of the designated supervisor, perform varied tasks involving computer and networking hardware and software used in administrative, faculty support, and instructional delivery systems in accordance with standards and procedures established by the Director of Information Systems.

DISTINGUISHING CHARACTERISTICS:

The Information Systems Specialist II exercises well developed knowledge and skills in information systems and technology to work with Yuba College district employees to identify present and emerging requirements, develop solutions, install and support computer applications, and support the use of various technology systems. The Information Systems Specialist II has sufficient experience and skill to work with supervision, during all phases of application development and support. The Information Systems Specialist II has the breadth and depth of knowledge to resolve most common application usage problems without assistance.

REPRESENTATIVE DUTIES:

Develop complex computer applications, including all aspects from analysis, through design, development, testing, installation, training, and documentation. (E)

Create new, modify existing programs and databases, and extract and report requested information according to District, user and governmental needs and requirements; meet with users to discuss needs, assess needs and determine applicability for new programs or modifications to existing programs. (E)

Diagnose and resolve technical problems which require advanced knowledge of hardware and software. (E)

Install, configure, and test new and upgraded software on network servers and personal computers. (E)

Develop training materials and provide training to support advanced users and help desk staff. (E)

Provide technical assistance to users in the operation of technical software and hardware to include workstations (PCs and MACs), accessing services from the network, running workstations and network applications, etc. (E)

Assist in the configuration and operation of local area networks. (E)

Maintain a record of work requests and completed tasks. (E)

Remain current on the developments in information technology concepts, tools, techniques, and applications. (E)

Other related duties as assigned.

KNOWLEDGE OF:

Computer relational database management software.

July 21, 2005

Computer local area network (LAN) concepts, tools and techniques.

Internet client applications, such as email, web browsers, network news, and FTP.

Computer programming languages and database programs, such as Visual Basic, C, SQL and Micorsoft Access.

Multimedia presentation development tools and techniques.

Oral and written communications skills.

Interpersonal skills including tact, patience and courtesy.

District organization, objectives, policies and operations.

Microcomputer hardware and software concepts, systems, and procedures, including INTEL microcomputers using current and legacy operating systems (such as Windows NT, Windows 95, Windows 3.x and MS-DOS operating systems and Apple MacIntosh computers using Mac-OS Versions 7.0 - 7.5.).

Computer relational database management software.

Computer application programs, including word processors, spreadsheets, graphics programs, and desktop publishing programs.

HTML authoring tools and techniques.

ABILITY TO:

Design, develop, implement and use compute programs.

Develop effective computer based administrative, faculty support and/or instructional delivery systems.

Apply current computer concepts and techniques to specific administration and instructional needs.

Use and support the use of computer applications, such as word processors, spreadsheets, graphics programs and desktop publishing.

Develop multimedia presentations.

Develop WWW publications using HTML authoring tools.

Set up and operate microcomputer systems.

Write clear and concise documentation.

Work with supervision; including a planning and organizing schedules for working with college staff from other departments.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a bachelor's degree in computer science or related field and one (1) year

experience in hardware maintenance and software development including training in database design, software analysis and development, hardware maintenance and various operating systems including network operating systems.

LICENSES AND OTHER REQUIREMENTS:

Valid driver's license.

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations.

Seeing to view a computer monitor.

Lifting and carrying moderately heavy objects, such as boxes of paper.

Dexterity of hands and fingers to operate a a computer keyboard.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.