TITLE: **SYSTEMS APPLICATIONS SPECIALIST II**   **157**
SECTION: Information Systems Department
REPORTS TO: Director of Finance

SUMMARY

Under the general direction of the Director of Finance provides project coordination and leadership for application software and systems; provides support and assistance, development and training for users of the District's computing and information systems, designs specialized procedures as required; maintains the security of access and the integrity of financial and confidential information; travels to district schools and worksites as necessary.

DUTIES

1. Provides project coordination for application software and systems upgrades, enhancements, and replacements. Represents the district on various Provincial Committees.

2. Provides leadership for student information systems; develops District guidelines and standards to ensure consistency and integrity in data input and use for student information and other systems while ensuring new or changed procedures are accurately communicated to users of the district information systems and applications; ensures that a standardization of process is maintained for District and Ministry reporting.

3. Supervises, assigns, directs and monitors Systems Applications Specialist I and Help Desk./Systems Operator positions.

4. Provides second level technical support to users of District information systems and general application software through investigation, problem solving, and solution development; performs appropriate modifications or recommending corrective actions at locations throughout the District.

5. Researches training requirements and plans, develops, organizes and conducts training of District staff, individually and/or in groups, in the use and operation of student and financial information systems, computer peripherals, operating systems, and office automation software such as word-processing, database, spreadsheet, publishing, communications software, including internal electronic mail system.

6. Researches products and services to improve office efficiency and tests, evaluates and installs new versions of application software and general software for District information system and application users.

7. Designs and develops specialized computer reports (generates as required), programs and statistics as requested by District users including school administrators and secretaries, senior management, other staff, government ministries and outside agencies, within the guidelines of the Freedom and Protection of Privacy Act.

8. Develops and maintains software documentation and District user instruction manuals for District information systems and applications.

9. Liaises with District and Ministry of Education staff, and hardware and software vendors. Prepares, conducts and participates in internal and external meetings as necessary.

10. Directs and coordinates staff for special projects or during training sessions and directs, advises and assists other staff as required.

11. Performs procedures to transmit student information for critical District data reporting and monitors the transfer of financial information to the Ministry of Education; and maintains access security details for system users. Develops and maintains procedures for retention of archival/ historical confidential information and monitors financial system errors and requests for change.

12. May, on occasion, be required to perform other related duties as assigned by the Director of Finance.

QUALIFICATIONS

- High school graduation or equivalent plus a minimum of two years post-secondary education in a computer-related discipline from an accredited college, in addition to computerized office management training.
- Certification as a Microsoft Office User Specialist (MOUS) is preferred or an equivalent combination of training and experience.
- Four years of recent experience in the following areas:
    - project coordination, documentation writing, report design
    - supporting and instructing in Microsoft Windows computer and peripheral complex network and remote terminal environments
    - creating and administering user profiles, including security and access permissions, and performing system backups in Microsoft and OpenVMS networks
    - supporting sophisticated multi-user centralized student and financial information systems or,
    - an equivalent combination of training and experience.
- Supervisory experience or a demonstrated ability to supervise**.**
- Demonstrated excellent ability to organize, prioritize and meet workload deadlines with a minimum of supervision.
- Demonstrated ability to learn and adapt quickly without significant formal training.
- Excellent interpersonal and group communication skills.
- Aptitude to work with detail, precision and accuracy.
- Ability to maintain the confidentiality of sensitive information seen or heard.
- Valid BC Class 5 driver's license.