

JOB DESCRIPTION

TITLE: APPLICATIONS SUPPORT SPECIALIST

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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| Education/ Experience | High school diploma or General Education Development (GED) certificate and two to three years related computer experience required. Basic computer skills are required (e.g., ability to use email). |
| Language Skills | Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedures manuals. Ability to effectively present information and respond to questions from administrators, employees and the general public. |
| Mathematical Skills | Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. |
| Certificate/License | None |
| Reasoning Ability | Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. |
| Physical Demands | The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to: stand, walk, use hands to finger and handle, stoop, kneel, crouch, crawl, talk, and hear. The employee occasionally lifts and/or moves |

up to 50 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

REPORTS TO Coordinator of Administrative Technology

**GENERAL
RESPONSIBILITIES**

1. Assists Technology with production, processing and support.
2. Performs librarian and security duties.
3. Works closely with users, Technology, Help Desk and Director to provide customer service and feedback to enhance quality of services.

**SPECIFIC
RESPONSIBILITIES**

1. Functions as security officer for all district midrange and mainframe computer systems.
2. Establishes and maintains user profiles for all district midrange and mainframe computer systems.
3. Maintains all production source and object code libraries residing on the district mid- range and mainframe computers.
4. Prepares various reports and maintains files and records.
5. Reviews audit reports for the midrange and mainframe systems.
6. Accesses, inputs and retrieves information and data from a computer.
7. Performs other duties as assigned.