

Job Title: Information Systems Specialist
Department: Technology & Media Department
Reports To: IS Coordinator
FLSA Status: Exempt
Salary Schedule: EC lane 03



SUMMARY

The Information Systems Specialist's role is to administer, deploy, and integrate district software and hardware systems for various WCSD programs. Proven communication skills, problem-solving skills, and knowledge of integration best practices are critical to successful performance in this role.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Orchestrates integration projects and corresponding strategies between funding departments and end users.

Plans, executes, and manages the integration of new applications into existing systems and software throughout the enterprise.

Ensures that integration projects meet business requirements and goals, fulfills end-user requirements, and identifies and resolves systems issues.

Ensures that integration planning and practices are aligned with strategic district goals and the district's overall mission statement.

Develops standards and processes to support and facilitate integration projects and initiatives.

Researches and makes recommendations on integration products and services in support of procurement and development efforts.

Collaborates with analysts, designers, and system owners in the testing of newly-integrated software programs and applications.

Leads integration testing phase of software and applications under development in order to identify and remedy potential problem areas.

Coordinates with software developers and engineers to address issues in program logic and the interoperability of new applications with existing systems software.

Builds relationships with software development and engineering teams to gain an understanding of application architectures and required functionality.

Designs, develops, and delivers software applications training programs and individual classes.

Designs, develops, and deploys school lunch point of sale (POS) software and hardware.

Provides district and school level support for lunch POS systems.

Designs, develops, and deploys school two way radio systems.

Coordinates district two way radio frequencies.

Researches two way radio technologies and identifies two way radio equipment for use within schools.

Provides district and school level support for two way radio systems.

Creates and administers training event feedback mechanisms. Analyzes results, makes recommendations for training improvement, and integrates changes in curriculum and/or courses.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND 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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Able to conduct research into application integration issues and products.

Highly self-motivated and directed, with keen attention to detail.

Able to prioritize and execute tasks in a high-pressure environment. Experience working in a team-oriented, collaborative environment.

Knowledge of applicable data privacy practices and laws.

Strong background in risk management methodologies as they relate to integration/software engineering.

Knowledge of relational database design and management techniques.

Good project management skills and/or substantial exposure to project-based work structures, project lifecycle models, etc.

Strong knowledge of system and software quality assurance best practices and methodologies.

Knowledge of network protocols and standards.

Strong understanding of end-user needs and requirements.

Excellent understanding of the organization's goals and objectives.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Ability to speak and communicate effectively before individuals or groups of teachers, principals, or other employees of the District. Ability to communicate effectively and help others.

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.

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.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in related field of study and 1 year related work experience or the equivalent combination of significant college education and related work experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

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 regularly required to sit. The employee frequently is required to stand and walk. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

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.*

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

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| Prepared By: Technology & Media Director II | | | Date: 5/19/2008 |
| Approved By: Executive Director, Human Resources | | | Date: 5/19/2008 |
| <input type="checkbox"/> Review | <input checked="" type="checkbox"/> Revised | By: HR Position Management Specialist | Date: 11/4/2015 |
| <input type="checkbox"/> Review | <input checked="" type="checkbox"/> Revised | By: Technology & Media Director | Date: 05/09/2022 |
| <input type="checkbox"/> Reviewed | <input checked="" type="checkbox"/> Revised | By: Director of Technology Operations & Security | Date: 04/11/2025 |
| <input type="checkbox"/> Review | <input type="checkbox"/> Revised | By: | Date: |

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

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| Print Name: | Date: |
| Employee Signature: | |