

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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Job Title:	IT Specialist, Systems Applications	Range:	44
Date Revised:		Date Approved:	April 8, 2003

**PRIMARY PURPOSE**

This position is responsible for analyzing and evaluating existing applications and designing and developing new or enhanced applications to support end user needs. Responsibilities include defining technical requirements with end users; writing, modifying, editing and updating complex programs in a variety of programming languages; and providing training and assistance to end users as appropriate.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Performs all aspects of design, development, coding, testing, debugging and implementation for new and modified systems applications that meet predetermined specifications and satisfy end user needs. This includes mainframe, PC-based, and/or internet based program applications.
2.	Works with end users to clearly define technical needs and/or identify problems and recommends and implements viable systems applications options and solutions.
3.	Installs, configures and develops integrated technical solutions to approved specifications using standard methodologies and develops, or follows logical sequences of steps to be used to produce intended results.
4.	Configures systems as needed for assigned environments and communicates changes to end users.
5.	Supports and assists higher level technical personnel in systems analysis, design and development work; participates in the creation, testing and maintenance of approved system solutions; performs assigned tasks independently and as part of a team.
6.	Develops and conducts systems applications training for end users and writes and updates technical program and user documentation.
7.	Maintains necessary logs and files, and reference library.
8.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
9.	Performs related duties as assigned.

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**OTHER FUNCTIONS**

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**WORKING RELATIONSHIPS**

The IT Specialist, Systems Applications maintains frequent contact with various District departments and personnel, IT management and staff, contract programmers and outside information systems vendors.

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**EDUCATION AND EXPERIENCE**

Two (2) years college coursework in Computer Science, Information Systems, or related field  
Minimum two years (2) experience of programming experience, maintaining network operating systems and related activities

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of computer hardware, software, networks, and applications  
Knowledge of more than one programming language  
Knowledge of applicable technical environments  
Knowledge of analysis and design methodologies  
Knowledge of system and environmental integration techniques  
Knowledge of correct English usage, grammar, and spelling  
Ability to analyze, specify, design, develop and maintain complex technical environments  
Ability to install, test and maintain vendor and in-house developed tools and systems  
Ability to develop control and programming codes  
Ability to perform performance test, configuration manage and quality assure supported environments  
Ability to analyze customer requirements and propose effective and efficient technical solutions  
Ability to plan, organize and prioritize work  
Ability to meet schedules and time lines  
Ability to communicate effectively, both orally and in writing  
Ability to understand and follow oral and written directions  
Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

None

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**WORKING CONDITIONS**

College or District information systems office environment; subject to lifting (up to 50 lbs. unassisted).  
Subject to sitting for long periods at a time (up to 2-3 hours). Repetitive use of upper extremities including hand coordination activities.