

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Systems Specialist

Department: Technology

Grade: Administrator Pay Grade 501

Job Description

Date Reviewed: November 2019

Reports To: Chief Technology Officer

Purpose of Job

The purpose of this job is to perform support/management functions related to special, proprietary, or customized technological systems and to provide general support to the Technology Department. Duties and responsibilities include user support and training, design installation and maintenance of systems, system testing, and project management, including special large scale tasks.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all- inclusive. Other duties may be required and assigned.

Collects and analyzes data for the purpose of making recommendations to improve district systems/procedures or to identify patterns and trends to assist in data-drive decisions.

Evaluates and understands systems installation methods, hardware, software, procedural requirements, and general usage to provide direction and support to district users.

Plans, designs, and manages installation of district-wide security camera systems.

Provides ongoing training and support to designated users of security camera systems.

Provides support and recommends best practices for district transportation/zoning software.

Collects and analyzes third-party GIS files for integration into district systems.

Creates GIS files to assist in zoning or other district initiatives.

Manages special large-scale projects as assigned by the Chief Technology Officer, to include supervision of personnel from various locations and departments throughout the project duration.

Installs, repairs, replaces, and updates internal and third-party software.

Completes projects under general direction from senior management.

Uses independent problem solving and self-direction.

Researches, coordinates, and communicates with appropriate parties regarding the development and/or acquisition of equipment and software.

Works with other departments to review existing processes and implement strategies to optimize efficiency and/or solve immediate issues.

Maintains working knowledge of other departments' procedures and responsibilities to provide innovative solutions to challenges and recommendations for improved efficiency.

Works with outside vendors regarding contract development, pricing, and/ or support when necessary.

Identifies processes that would benefit from full or partial automation and provides recommendations.

Works with Chief Technology Officer and Technology Coordinator to establish and implement policies and procedures with regard to district operations.

Develops written purchase justifications.

Trains users in complex topics and makes presentations to internal audiences, community stakeholders, and professional peers.

Researches products, software, systems, and/or processes for possible district adoption.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Computer Science or related field required or a combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Understanding of GPS and GIS maps preferred.
- Experience with server/client applications, programming languages, and operating systems including SQL, Microsoft/ Server, OS X, and Linux is preferred.
- Experience with various computer equipment, software programs, and an understanding of proprietary systems and their uses is preferred.
- Experience with installing/configuring peripherals (for example, disks, printers, or data acquisition devices).
- Valid driver's license and the ability to provide reliable transportation to provide needed services to all CMCSS locations.

KNOWLEDGE OF JOB

Has considerable knowledge of the policies, procedures, and activities of the School System and Data Processing practices as they pertain to the performance of duties relating to the job of Systems Specialist. Has thorough knowledge of Data Processing practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc., as they pertain to department operations and activities. Able to effectively communicate and interact with supervisors, members of the general public, and all other groups involved in the activities of the department. Able to assemble information and make written reports and documents in a concise, clear, and effective manner. Has good organization, human relations, and technical skills. Able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Knowledgeable and proficient with computers. Able to read, understand and interpret financial reports, and related materials

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS
REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines and computer equipment which includes a mainframe computer, personal computer, printer, modem, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty-five pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Systems Specialist. Requires the ability to understand and communicate within computer operating systems to include Windows, Mac OS, Linux, etc., and requires an understanding of network protocols. Requires the ability to write reports with proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Systems Specialist.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines, and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes while using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions, such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to the job of Systems Specialist.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date