JOB DESCRIPTION
Grossmont Union High School District

APPLICATION & DOCUMENTATION SPECIALIST

Purpose Statement:

The job of Application & Documentation Specialist is done for the purpose/s of serving as a resource to the district in the design, development, documentation, training, and compiling of information in the deployment of information systems; gathering information related to business processes through interviews of all types of users; preparing and executing quality assurance testing of applications; preparing documentation and training materials and delivering training to users in group and one to one sessions.

This job reports to Executive Director, Information & Technology Services

Essential Functions

- Compiles and analyzes information gathered during interviews and meetings for the purpose of documenting business practices and user needs and requirements.
- Coordinates and schedules meetings with site/department administration and consultants or project analysts for the purpose of site/department needs and ensuring project goals and timelines.
- Designs and develops highly technical and graphic documentation for the purpose of department records as well as programming staff reference information.
- Designs quality assurance testing and plans that verify the functioning of the current and new applications for the purpose of reporting issues discovered during testing.
- Develops user documentation for applications using the appropriate methodology for the purpose of providing instruction and reference.
- Instructs and trains district and site staff on the effective use of administrative applications (e.g. student information system; business information system) for the purpose of ensuring qualilty techniques.
- Prepares reports that assist in the design, development and deployment of district applications for the purpose of user training and understanding.
- Receives, tracks, and responds to reports of issues and enhancements reported by users, and forwards to the department supervisor for the purpose of analysis and corrections.

Other Functions

- Assists other personnel as may be required for the purpose of contributing to the efficiency and effectiveness of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: working with typical office software applications; technical writing and training; Web-based applications; graphical media applications; PowerPoint presentations; adhering to safety practices; planning and managing projects; maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: preparing meeting agendas; recording meeting notes; analyzing meeting notes; developing plans to test application functionality; design, prepare and deliver training

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; working with detailed information/data; work with a wide diversity of individuals and understand their business processes; analyze and report collected information and data in a meaningful way to the team; operate appropriate equipment and software as necessary for the tasks at hand.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

As needed to be current with position

Certificates & Licenses

Applicable Certifications

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status	Approval Date	Salary Grade
Non Exempt	6/15/2006	Unit II 58