

**PERALTA COMMUNITY COLLEGE DISTRICT - March 1, 2012**

**CLASSIFIED JOB DESCRIPTION**

**SENIOR COLLEGE INFORMATION SYSTEMS ANALYST  
(SEIU Local 1021 Salary Range 114)  
Job Code: 982**

**CLASS PURPOSE**

With limited direction, the incumbent reports to the campus administrator designated by the Campus President and acts in a lead capacity on campus related Information Technology (IT) issues; oversees and performs network administration duties which range in difficulty from routine support duties, such as initial troubleshooting, to considerable complexity, such as advanced MS Windows Server administration and the use of Simple Network Management Protocol (SNMP) and Remote Network Monitoring (RMON) software tools to manage complex, multiprotocol, geographically dispersed networks. The Senior College Information Systems Analyst is expected to use sound judgment to resolve routine problems without close supervision. Early morning, early evening and weekend work are occasionally required.

*(This class differs from College Network Coordinator in its emphasis on providing leadership, project management, implementation oversight and day-to-day supervision of the Campus IT staff. The incumbent identifies current and future campus IT needs, researches various solutions, assigns appropriate staff and monitors progress and outcome. The incumbents in this class are distinguished by their ability to work with the District IT on the maintenance of a college Local Area Network (LAN) and Wide Area Network (WAN).)*

**EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Develops, organizes, plans, directs, implements and coordinates daily functions, activities and services of the IT staff and/or projects to ensure goals and objectives are accomplished within prescribed time frames and funding parameters.
- Establishes working partnerships with District-wide IT departments/staff as assigned, on specific projects, implementations and services.
- Acts as campus lead on the development and implementation of the College Technology Plan.
- Trains and serves as work lead for the campus IT staff.
- Identifies individual and department training needs.
- Provides leadership for dealing with change and ambiguous situations.

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- Works in coordination and collaboration with other information technology staff at the colleges and district office, as needed.
- Researches, monitors and reports equipment hardware and network utilization and expansion to ensure all components function securely, efficiently and properly.
- Develops tracking and monitoring tools to ensure the day-to-day IT needs of faculty, staff and students are met. Provides statistical reports documenting the progress of the IT functions.
- Troubleshoots operations programs and configure communication equipment such as routers, intelligent hubs, remote access servers, fax servers and CD-ROM servers.
- Serves as primary resource person for college management regarding IT issues and related IT service relationships.
- Generates and customizes vendor-supplied software for Mac and PC applications, remote access for network equipment and server maintenance, and specific network applications.
- Performs back-up of network volumes and implementation of Business Continuity
- Provides consultation, training and support services to college personnel using Mac and PC computers, both stand-alone and those connected to the LAN and WAN, including evaluation, installation, configuration and maintenance of software applications.
- Works with district IT and vendors to resolve IT issues, appropriate hardware and software solution and PC and LAN related needs.
- Coordinates with district IT to gather hardware and software specifications from various vendors in order to decide what vendor offers the best performance and features to meet the college technology needs, and makes policy recommendations when appropriate.
- Coordinates with campus personnel, district IT and vendors on the implementation, update and maintenance of the campuses Smart Classrooms and on-line distance education.
- Maintains inventory of software installed on the College LANs.
- Works with district IT to maintain college connectivity with the District WAN.
- Actively participates on campus and district IT committees as needed.
- Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS**

1. Possession of a bachelor's degree from an accredited college or university and five years of experience in computer science, information systems, computer information systems, data processing; or an equivalent combination of training and relevant work experience may be substituted for training/education on a year-by-year basis.
2. Examples of relevant experience:
  - Familiarity with fiber optic/category 5 UTP telecommunications systems

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- Knowledge of workstation-based operating systems such as OSX, Windows XP, Windows 7
  - Knowledge of local area network operating systems such as Microsoft Window Server 2008
  - Knowledge of SNMP management software and router/switched configuration
  - MS Windows experience
  - Proven project management skills
  - Demonstrated supervisory skills
  - Industry-recognized certifications of MCP, MCSA, CCNA or similar
  - Demonstrated ability to work with PC-based components using common tools; install PC hardware components; analyze complex PC and LAN systems problems and determine a logical course of action; create work schedules; give reports on progress toward completing projects
3. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

**DESIRABLE QUALIFICATIONS**

- Knowledge of:
  - Workstation-based operating systems such as Microsoft DOS, Windows XP
  - Network management software
- Ability to:
  - Work with Mac and PC-based components using common tools
  - Ability to analyze and prioritize the IT needs of the campus as a whole, as well as how they affect the district's vision for IT
  - Install Mac and PC hardware components
  - Analyze complex PC and LAN systems problems and determine a logical course of action
  - Create work schedules
  - Give progress reports toward completing projects

**ENVIRONMENTAL DEMANDS**

- Occasional work performed alone
- Constant work around and with people
- Work schedule flexibility
- Must be able to tolerate occasional acrimony; set priorities; manage people and stay on task

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## **PHYSICAL REQUIREMENTS**

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 25 lbs
- Occasional pushing and pulling up to 40 lbs
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

## **TOOLS AND EQUIPMENT USED**

- Standard Office Equipment.

Revised: N/A