

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Maintenance Information Systems Analyst	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Maintenance and Operations	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	046 OTBS
REVISED:	July 1, 2002		

BASIC FUNCTION:

Plan, coordinate, and modify computer systems for the collection and analysis of facilities maintenance planning and management information.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Write, test, and modify computer programs for the production of planning and management reports, scheduling, job processing, and production control. **E**

Research and recommend the purchase of new equipment or software. **E**

Coordinate the conversion of existing information systems to assure compatibility with new computer hardware and software. **E**

Maintain a continuing liaison with users to assure implementation of systems; provide technical assistance and training to department personnel. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of education, training, or experience equivalent to graduation from a recognized college with a major in business, information systems, engineering, or other related field, and one year of experience in management and systems analysis.

LICENSES AND OTHER REQUIREMENTS:

None.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern electronic data processing systems.

Reading and writing English communication skills.

State-of-the-art theories, techniques, and methods of maintenance program management.

ABILITY TO:

Analyze administrative functions and information requirements.

Maintain effective working relationships with staff at all levels.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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Job Code 6749

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