

## **TORRANCE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: SOFTWARE SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of the Director-Information Technologies, evaluate computer software and provide user support to District personnel operating microcomputers and peripheral equipment.

#### **REPRESENTATIVE DUTIES:**

Plan, organize and provide user support to classified and certificated personnel operating microcomputers and peripheral equipment. **E**

Schedule and conduct training sessions in the use of specialized software including desktop publishing, word processing, data base, spreadsheet and other software applications. **E**

Evaluate and learn to use new software; prepare written recommendations regarding potential applications, hardware needs and cost-effectiveness of new software. **E**

Operate a variety of microcomputers, peripheral equipment, software and related equipment. **E**

Communicate with District personnel, administrators, vendors, repair personnel, representatives of community organizations and others concerning software and media needs. **E**

Recommend the purchase of computer, audio-visual, camera and copying equipment. **E**

Troubleshoot software problems and assist users as required; adjust and make minor repairs; arrange for warranty work as appropriate. **E**

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Operation of microcomputers, peripheral equipment and software including data base, spreadsheet and word processing applications.

Desktop publishing techniques.

Oral and written communication skills.

Policies and objectives of assigned program and activities.

Applicable sections of the State Education Code and other applicable laws.

District organization, operations, policies and objectives.

Interpersonal skills using tact, patience and courtesy.

Technical aspects of field of specialty.

##### **ABILITY TO:**

Train and assist microcomputer users in the use of software including word processing, spreadsheet, data base and desktop publishing programs.

Learn and evaluate new software.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Prioritize and schedule work.

Maintain current knowledge of technological advances in the field.

Work independently with little direction.

Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years of college course work in computer science or related field and three years of responsible and varied experience in the operation and use of microcomputer software.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment; subject to driving a vehicle to conduct work.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate and office equipment, hearing and speaking to exchange information, lifting, bending, pushing and moving heavy objects, bending at the waist to set up equipment, and sitting for extended periods of time.