



POSITION DESCRIPTION

JOB TITLE: Resource Specialist Job Class: 2633		
DATE	DEPARTMENT OR SCHOOL Technology	DIVISION Application Development
BARGAINING UNIT: Local 1616		FLSA STATUS: <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Functions as an expert in a specific application or emerging technology.		

Major Duties & Responsibilities: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
 - 2) No other employee is available to perform that function,
 - 3) The function is highly specialized, and
 - 4) Removing the function would fundamentally alter the job.

1. Provides expertise in a specific application or a technology for development staff.
2. Performs senior level analysis, design, coding, testing, documentation and implementation duties.
3. Acts as a technical resource in their area of expertise for the district and for project teams created and managed by Application Development project personnel.
4. Maintains application system design integrity as it relates to the translation of user requests into system specifications, program specifications, testing procedures, documentation and final implementation in accordance with Division standards. Interfaces and meets with user departments on a project or service request basis, determining and documenting requirements and providing status of requested projects.
5. Performs project leader functions as assigned on a limited basis in their area of expertise. Provides appropriate project status reports of such projects. Such projects can include the processing of confidential data and the application of state and federal regulations.
6. Maintains expertise in accordance with Division goals.
7. Trains Application Development staff in their area of expertise. Also trains other District staff at the direction of the Manager of Application Development.
8. Actively supports the MPS Strategic Plan.
9. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined,

reviewed, and approved by others.)

Manager of Application Development

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Performs project leader functions as assigned on a limited basis in their area of expertise. Provides appropriate project status reports of such projects. Such projects can include the processing of confidential data and the application of state and federal regulations.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Bachelor's degree in Information Systems or equivalent experience.

Experience Requirements

Four years or more experience in application development.

Knowledge, Skills, and Abilities

Experience in developing large applications or systems and experience in training technical staff in area of expertise.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Stressful Information Systems environment due to the large District investment in Technology and due to the aggressive pace set for implementation of technology using an extremely "lean" staff.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.