



Flour Bluff Independent School District Job Description

JOB TITLE: Technology Application Specialist

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 260

REPORTS TO: Technology Director

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- To perform complex and routine computer, and peripheral support functions district-wide for the Information Technology Department.

QUALIFICATIONS:

- Advanced knowledge of computer functionality.
- Knowledge of desktop computer applications.
- Effective organizational, communication, and interpersonal skills.
- Advanced knowledge of computer networking.
- Advanced knowledge of sharing data across networks.

Experience Required:

- Two years of technical support functions
- Two years of operating computer systems

Preferred:

- Five years of technical support functions
- Five years of operating computer systems

MAJOR RESPONSIBILITIES AND DUTIES:

1. Implements and manages third-party database environments for application software.
2. Diagnoses and resolves issues related to application and system software.
3. Modifies and manages database information for special projects as required.
4. Safeguards data by ensuring redundant storage across multiple servers.
5. Installs and maintains third-party software and applications.
6. Maintains accurate documentation and licensing for system and application software.
7. Acts as the District's testing liaison between the IT Department and campus staff.
8. Serves as the GoGuardian Administrator.
9. Serves as the ClassLink Administrator.
10. Exhibits a pleasant, friendly demeanor while demonstrating maturity and self-control.
11. Communicates effectively in both oral and written forms.
12. Demonstrates punctuality and dependability in fulfilling position responsibilities.
13. Adheres to proper communication channels when conveying ideas, addressing problems, etc. Projects a professional image through demeanor and dress.
14. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard office equipment including personal computer and peripherals.

Posture:

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.

Motion:

Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching.

Lifting:

Occasional light lifting and carrying (less than 15 pounds).

Environment:

May work prolonged or irregular hours.

Mental Demands: Work with frequent interruptions; maintain emotional control under stress.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.