

## **PALOMAR COMMUNITY COLLEGE DISTRICT**

### **ARTICULATION/PROJECT ASSIST SYSTEMS SPECIALIST**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **DEFINITION**

To provide technical support related to the maintenance of the Project ASSIST database; to develop, test and implement training materials and instructions for using the database; to coordinate the distribution of Project ASSIST data onto the World Wide Web with information systems staff; to collect and distribute relevant articulation information to off-campus education centers; and to serve on various committees supporting technological advances in online articulation procedures.

#### **SUPERVISION RECEIVED AND EXERCISED**

This position receives direction from the Articulation Officer.

#### **ESSENTIAL FUNCTION STATEMENTS**

*Essential duties and other important responsibilities/duties may include, but are not limited to, the following:*

1. Monitor, analyze and maintain the College's Project ASSIST database; troubleshoot, research and implement corrective procedures for the collection and maintenance of data.
2. Oversee the maintenance of Project ASSIST information for web distribution; coordinate distribution efforts with information systems staff; maintain and update information on the College's home page.
3. Work with information systems staff in placing course outlines and major guidelines on the College's home page; prepare campus course listing for inclusion on the home page.
4. Develop, test and implement training materials and operating instructions for the use of the Project ASSIST database; provide continuous training to staff in the use of the Project ASSIST database.
5. Ensure proper equipment and software installations at computer work stations for access to Project ASSIST; provide continuous troubleshooting assistance to database users.
6. Assist the Articulation Officer in the collection of course outlines; distribute relevant articulation information to outside education centers.
7. Serve on various committees supporting technological advances in online articulation procedures; assist in designing and implementing offsite counseling programs via computers and cameras.
8. Participate in the development and administration of assigned program budget; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend adjustments as necessary.

**PALOMAR COMMUNITY COLLEGE DISTRICT**  
**Articulation/Project ASSIST Systems Specialist (*Continued*)**

9. Attend and participate in various meetings and training sessions related to Project ASSIST, articulation and UC, State and private university updates.
10. Gather, analyze and prepare required reports for the Chancellor's Office.
11. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

- College procedures, practices and policies regarding articulation.
- Methods and techniques of database management.
- Procedures used in the implementation and maintenance of web pages.
- Modern office procedures, methods and equipment including computers.
- Methods and techniques of training.
- Principles and practices of budget preparation and monitoring.
- Principles and procedures of recordkeeping
- Principles and practices of report preparation.
- Pertinent federal, state and local codes, laws and regulations.

**Ability to:**

- Monitor, analyze and maintain the College's Project ASSIST database.
- Maintain and update information on the College's home page.
- Troubleshoot database problems and respond to requests from database users.
- Develop and implement training guides and provide training to staff.
- Serve on various committees supporting technological advances in online articulation procedures.
- Coordinate the distribution of articulation information with appropriate staff.
- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**EXPERIENCE AND EDUCATION/TRAINING GUIDELINES:**

*Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the following:*

**Experience:**

Three years of increasingly responsible experience in the development and maintenance of computer databases.

**PALOMAR COMMUNITY COLLEGE DISTRICT**  
**Articulation/Project ASSIST Systems Specialist (*Continued*)**

**Education/Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in computer science, information systems or a related field.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; extensive use of computer keyboard; visual acuity to read computer screens.