



LIBERTY HILL ISD

Office of Human Resources

Job Description: Application Administrator

Job Title: Application Administrator

FLSA: Exempt

Reports to: Executive Director of Technology

Funding Source: Local

Dept/Campus: Technology

Pay Grade: 424

Date Revised: 02/15/2024

Service Calendar: 226

PROFILE OF A LIBERTY HILL EDUCATOR

Liberty Hill ISD Educators are compassionate leaders, effective collaborators, adaptable thinkers, determined problem-solvers, and skilled communicators.

PRIMARY PURPOSE

Responsible for the design, planning, implementation and administration of application systems in support of the district's educational programs and business operations.

QUALIFICATIONS

Education/Certification

- Bachelor's Degree in computer science, mathematics, accounting, public or business administration, or a related field preferred.

Knowledge/Skills/Abilities

- Clear and concise oral and written communication skills; analytical, organizational, and prioritization skills; flexibility and adaptability in dealing with rapidly changing priorities and demands.
- Knowledge of federal, state, and local statutes, laws, regulations, rules, policies, procedures, and current research-based best practices governing the functional area of assignment.
- Knowledge of HIPAA, Public Records, Sunshine Law, FERPA, and other laws/regulations related to student and employee privacy, public information, and records retention.
- Ability to communicate technical information to technical and non-technical personnel.
- Ability to deliver high-quality customer service in a timely and professional manner.
- Ability to work a flexible work schedule.

Experience



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- Five (5) years of experience working in an information systems environment performing systems analysis, design, development, and/or implementation.

MAJOR RESPONSIBILITIES AND DUTIES

- Provide advanced configuration, implementation, and maintenance of district enterprise applications.
- Monitor the performance of applications and maintain the integrity of district data.
- Analyze, extract, and manipulate data as needed for reporting district, local, state, and federal purposes to include resolution of validation errors.
- Collaborate with campus and district-level personnel to determine processing needs, clarify requests, and develop solutions, while meeting district timelines.
- Troubleshoot and develop technical solutions related to software and setup errors for campus and district-level personnel.
- Establish the standards for application configurations, documentation, training, support and processing.
- Create and maintain a district disaster recovery plan for the systems and applications that are used and supported within this area.
- Coordinate and supervise third party vendors for application development, application growth, product direction, training and system administration.
- Research and evaluate software/hardware to assist in programming or to use as program platforms.
- Participate in the testing process through test review and analysis of application software.
- Document and monitor problems to ensure a timely resolution with software vendor support.
- Create, maintain and implement application security profiles which ensure the security and integrity of LHISD information systems data.
- Participates in growth planning and budget development.

Technical Support

- Receive phone calls and work cooperatively to assist end-users to resolve problems and use software and hardware.
- Communicate with software and hardware vendors to resolve end-user problems.
- Communicate with Technology Department members to detect and resolve end-user problems with district applications and databases.
- Analyze and identify trends in issue reporting and devise preventative solutions.

Other



Job Description: Application Administrator

- Attend staff meetings and participate in conferences and other training to enhance job performance.
- Seek out professional development opportunities and maintain professional licensure and certifications.
- Promote the district's interest in increasing student achievement by working with the educational interests of students in mind at all times.
- Maintain positive communication with colleagues, community members, parents, and students to promote an increase in community engagement in education.
- Promote a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.
- Comply with policies established by federal and state law, State Board of Educator Certification rule, and local board policy.
- Comply with all district and campus routines and regulations.
- Respond to after-hours emergencies as needed.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None

MENTAL/PHYSICAL & ENVIRONMENTAL DEMANDS

- Tools/Equipment Used: Standard office equipment including personal computer (PC), peripherals and video/instructional equipment.
- Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Motion: Repetitive hand motion; frequent keyboarding and use of mouse; occasional reaching.
- Lifting: Occasional light lifting and carrying (less than 15 pounds).
- Environment: Work schedule extends to evening and weekends, occasionally; occasional district-wide travel to multiple campuses required.
- Mental Demands: Work with frequent interruptions; maintain emotional control under stress.



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The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____