



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 8/12/2025

Specialist, Information Systems (Facility Use)

Pay Scale: B

Level: 9

FLSA Status: Non-Exempt

Job Family: Facilities Services

Primary Location: Administration Building

Department Overview

The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The department includes the following teams: Construction Services, Environmental Health and Safety, Facilities Operations, Management and Coordination, Planning and GIS Services, Sustainability, and Transportation.

Job Overview

This is technical work in management of the facility use automated computer software and system applications. The work includes entering and managing data regarding the use of sites within Loudoun County Public Schools (LCPS). The work requires knowledge of information technology hardware and software, database, systems, project processes, and the policy and regulation governing facility use. The employee performs staff and consultant training in the use and management of information technology systems hardware and software as it pertains to facility use. The employee communicates daily with school staff and the public.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed in relation to the position. This is not a comprehensive listing of all responsibilities or tasks; other work may be assigned when deemed appropriate:

- Manages and maintains software applications and processes within the Division of Management and Coordination as it relates to utilization and data management; maintains inventory of organizations and LCPS sites; regularly runs maintenance programs; updates database with current information and generates reports for budgetary needs
- Provides instruction and assistance to LCPS staff on operation of the centralized facility use application
- Manages data archives, including historical reporting of facility utilization by various school use, community organizations and other Loudoun County agencies
- Implements and manages new hardware and software initiatives and acts as a liaison with staff between the Department of Digital Innovation and the Division of Management and Coordination on matters relating to the operation and maintenance of various hardware and software packages
- Coordinates between software distributors and Division of Management and Coordination staff to resolve maintenance, licensing, and upgrade issues

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Associate's Degree in Computer Science, Computer Technology or related field

Experience

Two (2) years in database management and hardware and software processes; or any equivalent combination of education, experience, and/or training to demonstrate the standards, concepts and guidelines to perform the responsibilities of the position

Licenses and Certifications

Knowledge, Skills and Abilities

- Considerable knowledge of standard office software such as spreadsheets, databases, word processing, budgeting, and facility use procedures
- Ability to process technical computer software applications; to maintain accurate and complete records
- Excellent human relations, written and oral communications skills

Physical Requirements

The following provides a brief description of physical requirements for this position:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary degrees, skills, and experience for the job; and who can perform its essential responsibilities list above, with or without an accommodation.