

SYSTEMS SPECIALIST I

NATURE OF WORK

This is responsible technical work using computer programs and programming techniques in the development and maintenance of a program for a specific area within a total departmental operation.

Work involves coordinating and participating in the use of personal computers and other automated office equipment utilized by the area to which assigned; ensures integrity of data as it pertains to area of responsibility; and trains users in the use and applications of departmental programs. General supervision is received from an administrative superior with work being reviewed through effectiveness of programs.

EXAMPLES OF WORK PERFORMED

Develops program techniques on the microcomputer in order to track required information; revises and updates programs in order to continually provide information efficiently.

Participates in the entering, retrieving and modifying of data in the microcomputer; ensures the integrity of data.

May coordinate the use of user friendly data processing languages used in conjunction with a mainframe computer.

Trains employees in the use and applications of departmental programs.

May coordinate the use of user friendly data processing language used in conjunction with a mainframe computer.

May serve as liaison between department users and Information Services.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Some knowledge of the functions and capabilities of microcomputers, printers and other automated office equipment.

Some knowledge of software installation and maintenance.

Some knowledge of data base management, systems and technology.

Ability to analyze problems and organize their component parts into logical steps.

Ability to establish and maintain effective working relationships with supervisors and co-workers and users of the department's system.

Ability to communicate effectively both orally and in writing.

Ability to utilize technical manuals relating to the system being used.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent plus considerable experience in the operation of microcomputers manipulating large volumes of data.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent plus experience in the operation of microcomputers manipulating large volumes of data; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Personnel Director

1/2001
PS1512