

MICROCOMPUTER SOFTWARE SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS:

This is a highly specialized position designed to fully support stand alone and networked microcomputer software applications for a school district. The incumbent works with users to ascertain software and programming needs and develops appropriate applications or recommends new systems to meet such needs. The position is also responsible for developing training programs to facilitate optimal use of software systems, and to develop appropriate evaluation procedures to measure software performance. Work is performed under the general direction of higher level staff with considerable leeway in carry out day to day operations. Supervision of others is not a normal function of the position.

TYPICAL WORK ACTIVITIES:

1. Develops and maintains standards and procedures related to application system design, software and data conversion, system integration, security implementation, and programming methods;
2. Consults with users in all phases of application program development, establishing input/output requirements, format and generation of reports, manipulation and distribution of data;
3. Identifies appropriate logic, design and procedures required to create and implement software systems as requested by users;
4. Performs installation and upgrade of operating system and system support software on network servers and workstations;
5. Performs installation, customization and programming of application software, including integration with other software systems;
6. Provides ongoing technical assistance to computer center staff and system users;
7. Develops and participates in programs for training staff in the use of software programs or recommends appropriate training options;
8. Evaluates existing operating system and application software programs and systems, recommending changes and improvements when appropriate;
9. Establishes and maintains procedures to collect, evaluate and modify network and application software performance;
10. Consults with supervisor on technical matters and in scheduling and prioritizing projects;
11. Maintains standard supply list for bidding and ordering software;
12. Maintains technical reference materials and other records;
13. Provides support in other areas, such as initial setup, hardware maintenance, network support, and technical assistance line;
14. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices, methods, capabilities, limitations and techniques of stand alone and networked microcomputer systems; thorough knowledge of mainstream microcomputer software programs; good knowledge of mainstream computer operating systems and hardware; ability to quickly learn and evaluate new software, hardware and peripherals; ability to communicate, both orally and in writing; ability to develop instructional materials and conduct in-service training courses; ability to establish and maintain effective working relationships; initiative; courtesy; physical condition commensurate with the demands of the position.

MICROCOMPUTER SOFTWARE SPECIALIST (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in computer science, data processing, or a closely related field, AND two (2) years of full-time work experience which primarily involved microcomputer software development in a LAN environment;
- OR: (B) Four (4) years of work experience as described in (A);
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

SPECIAL REQUIREMENTS:

1. An appointing authority may require the possession of a New York State Motor Vehicle Operator's license.
2. Candidates must be able to transport and install equipment weighing approximately 45 pounds at a variety of locations.

DP0232

ADOPTED: 12/17/96