

COMPUTER SERVICES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative and technical position involving responsibility for planning, supervising and coordinating data processing operations for mini and/or PC computers. The incumbent may perform a variety of administrative and financial functions as assigned. The work is performed under the general direction of a higher level administrative employee. Direct supervision is exercised over technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Plans, coordinates, recommends and supervises the purchase and installation of hardware and software; Supervises the computer networking of various locations within the agency; Determines what computer programs need to be written for the system, writes specifications for the programs, supervises their development and tests the finished program; Modifies spreadsheet computer programs providing financial information necessary for the submission of required reports; Manages the support function between the agency and the computer system's software vendors to minimize cost; Educates all department managers on the standard word processing and spreadsheet programs available; Troubleshoots software problems prior to contacting customer service (computer system) or the local repair person; Performs a variety of administrative and financial functions as assigned including but not limited to such activities as: (1) Prepares budgets or assists in budget preparation by determining need for services compiling and maintaining other background information utilized to prepare the budget, (2) Prepares bids and assists in the reviewing and letting of bids, (3) Assists in the preparation and administration of various service agreements; Plans agendas and meets with various computer committees; Prepares and/or oversees the development of staff training materials.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the operation, capabilities and application of a mini and/or PC computer and related peripheral equipment; Working knowledge of computer programming concepts however the ability to program is not a requirement of this position; Working knowledge of administrative, financial methods and procedures; Ability to translate and adapt administrative, statistical and financial data to computer program specifications; Ability to work with and supervise other people; Ability to write clear and accurate reports; Ability to assess information accurately; Ability to troubleshoot computer software problems to minimize customer support charges; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

A. Graduation from a New York State registered or regionally accredited college or university with a bachelors degree in Computer Science; and either (1) Two years experience in data processing operations which shall include at least one year of experience in developing financial applications. OR (2) Two years experience in data processing operations and two years of experience in the maintenance of financial records and/or accounts or related work.

OR

B. Graduation from a New York State registered or regionally accredited college or university with an associates degree or completion of 60 credit hours including 12 credit hours in computer science, and either (1) three years experience in data processing operations which shall include experience in developing financial operations, OR (2) three years experience in developing and troubleshooting mini or PC-based programs. OR

C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Adopted 8/28/90

Revised 3/11/99

Reviewed 10/5/01