

MICROCOMPUTER SPECIALIST

GENERAL STATEMENT OF DUTIES: Provides microcomputer software technical assistance to school district personnel; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, this position develops microcomputer applications which includes systems analysis data base design, systems design, coding/debugging, documentation and instruction in the systems usage. Position is also responsible for providing training workshops for users in the various microcomputer applications.

EXAMPLES OF WORK: (Illustrative Only)

Develops microcomputer applications;

Modifies existing and creates special purpose software;

Develops standardized microcomputer procedures;

Trains users in the operations of the microcomputer applications;

Evaluates commercial software applications by reading documentation and using software applications to determine appropriateness for users;

Provides guidance in the selection of hardware;

Confers with management on data processing related issues.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of microcomputer systems; good knowledge of programming; good knowledge of operating systems analysis, problem solving; ability to define and recommend microcomputer hardware and software to users; ability to communicate orally and in writing; ability to plan, organize, and present technical ideas clearly and concisely; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from a recognized college or university with a Bachelor's Degree and four years of programming experience, two years of which must have been in microcomputer programming; or (b) graduation from a recognized two year college with an Associate's Degree and six years of programming experience, two years of which must have been in microcomputer programming; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.