

DATA SYSTEMS SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is responsible technical and administrative work involved with coordination of the usage of data management software and programs (e.g. Munis, Access, etc.) across County departments. Incumbent provides effective organization and ongoing communication with County departments to maximize data management technology use and enhance the integration of data and administrative technology in County government, as well as improving efficiency through data sharing, paperwork reduction etc. Responsibilities include ensuring data management practices adhere to established policies and procedures, designing and providing orientation, training and skills development program with regard to data management operations, development of user manuals for specific data management operations. Additional duties include database programming, design and modification, and assisting with resolution of technical issues and problems. Incumbent acts as liaison and main contact with all County departments relative to data and administrative management technology, as well as facilitating County communications with contractual providers of data management system/software. Work is performed under supervision of the Director of Information Technology, requiring considerable exercise of independent judgment. Supervision is not a responsibility. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Coordinates usage of data management software and programs (e.g. Munis, Access, etc.) across County departments;
- Organizes and manages effective communications across County departments regarding data management, related software and programs, and associated policies, procedures and practices, which will include regular meetings with team leaders and functional user groups;
- Implements coordinated, efficient and effective training and skills development program for appropriate County personnel regarding data management, related software and programs, and established policies, procedures and practices;
- Provides orientation and training for new County employees as appropriate, regarding data management, related software and programs, and established policies, procedures and practices;
- Develops, produces and distributes user manuals for specific areas, operations and/or procedures, such as entering requisitions, paying invoices, etc., of data management software and programs;
- Assists in development of procedures and practices of data management software and programs operations across County departments;
- Reviews procedures and practices of data management software and programs operations as necessary to prevent and/or resolve data conflicts or problems;
- Identifies and provides builds and/or modifications of reports, delivery mechanisms and/or other program/system structural/design needs;
- Identifies needs and requirements for various database usages across the County;

DATA SYSTEMS SPECIALIST (cont'd)

Facilitates problem-solving and communication between Putnam County users and contractual providers of data management system/software (e.g. Tyler Technologies);
Designs databases in SQL or Access based on need;
Designs and implements front end for databases using SharePoint, Access, .Net, .ASP and VB;
Prepares and maintains detailed documentation of work for future reference in accordance with department standards including, but not limited to, inserting comments, report samples, data entry specifications, record layouts, flow charts, and customer instructions;
Confirms project requirements by reviewing program objectives, input data, and output requirements with supervisors and client;
Encodes project requirements by converting work flow information into computer language;
Performs actual testing and debugging using compiler diagnostics, listings, test data;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of operation and use of computer applications and peripheral equipment; good knowledge of data management computer applications such as Microsoft Excel and Access; good technical aptitude, ability to learn and apply new skills and stay current with changes in technology; ability to organize and manage data and data operations; ability to analyze, identify and resolve problems and issues; ability to establish and maintain effective working relationships; ability to communicate clearly and effectively, both orally and in writing; ability to communicate technical information in non-technical terms; initiative; resourcefulness; adaptability; good listening skills; good judgment; tact and courtesy.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor's Degree in information technology, business, marketing, communications, public administration or related field and two (2) years of administrative experience involving data organization, data management, and/or related functions as well as extensive experience working with programmable aspects of Munis Human Resources Management, Applicant Tracking, and Payroll modules; or
- b) Bachelor's degree and four (4) years of administrative experience involving data organization, data management, and/or related functions as well as extensive experience working with programmable aspects of Munis Human Resources Management, Applicant Tracking, and Payroll modules; or
- c) An equivalent combination of education and experience as indicated in a) and b) above.