

SENIOR COMPUTER SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is a technical, first-level supervisory position involving overseeing the efficient operation and maintenance of stand alone microcomputers as well as local area networks in a school district. Duties include evaluating new and/or modified software programs for microcomputers and hardware/software improvements and upgrades, as well as installation of both hardware and software for microcomputers and training of software program users. Direct supervision is provided by higher level staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides technical support and maintenance for stand alone microcomputers and local area networks (LAN) in a school district;

Provides user support for questions related to microcomputer hardware and software, including help in selection of new software;

Supervises Computer Specialist and other assistants by planning, organizing and controlling their work activities;

Operates a microcomputer(s) and related peripheral equipment, as well as assembling and testing of new microcomputer hardware and software;

Repairs microcomputer hardware and related equipment;

Develops and supports electronic office systems;

Designs, installs, and maintains data communication networks;

Oversees the operation of a microcomputer laboratory and the integration of educational technology in a school district;

Integrates educational technology into schools;

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

Tests, tracks and verifies defects in software programs;

Evaluates proposed hardware/software enhancements for feasibility;

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 principles and practices of microcomputer system (software/hardware) analysis; good knowledge of current principles, practices, methods, techniques and capabilities of microcomputer hardware and software; ability to evaluate various hardware and software as it relates to system

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requirements; ability to supervise others in technical micro-computer based activities; ability to correct data communications hardware and software problems; ability to present technical computer information to others in a clear and concise way; ability to understand, follow and convey oral and written instructions; ability to establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS: Either

- a) Associates Degree and two (2) years experience working with computer software/hardware applications and/or analysis; or
- b) Graduation from high school or possession of a comparable diploma and four (4) years experience working with computer software/hardware applications and/or analysis; or
- c) An equivalent combination training and experience as indicated in a) and b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.