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NASSAU COUNTY

**Title : ASSISTANT COORDINATOR OF
COMPUTER SERVICES**

SCHOOL DISTRICTS
CLASS SPECIFICATION

Code: 030175 BSP
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GENERAL STATEMENT OF DUTIES

Insures that proper computer procedures are carried out and assists in coordinating all computer services in a school district; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties require the use of judgment in assisting in the development and implementation of methods and procedures to provide efficient computer services throughout the district.

TYPICAL DUTIES

1. Trains and instructs staff in the use of the keyboard at computer terminals and in the procedures for entering, storing, altering, and retrieving data.
2. Assists in integrating all software applications into the system.
3. Assists in tracking hardware and software related problems.
4. Schedules preventive maintenance for hardware and makes minor repairs and adjustments to all computer hardware.
5. Reviews documentation in system to assure that it is current.
6. Reviews accessing procedures used to insure that security for the system is maintained.
7. Maintains inventory of data processing supplies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of current principles, methods, and techniques of electronic data processing and management information systems.
2. Knowledge of the capabilities, application, and operation of current computer hardware and software.
3. Ability to analyze and resolve problems involving electronic data processing and files management.
4. Ability to express ideas clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

Training and Experience

Associate's degree from a regionally accredited or New York State registered college or university
and

Two years of satisfactory experience in electronic data processing.

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