

[Go Back](#)**NASSAU COUNTY****Title : INFORMATION TECHNOLOGY  
SPECIALIST I****SCHOOL DISTRICTS****Code: 030260 BWC****CLASS SPECIFICATION****Page : 1 of 3****Competitive****GENERAL STATEMENT OF DUTIES**

Maintains information technology computer networks and their operating systems; resolves computer workstation problems; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under general supervision, the duties are technical and require the use of independent judgment. This position differs from the Information Technology Aide II in that incumbents maintain information technology computer networks and resolve workstation problems that are too difficult to be resolved by the Aide II; and differs from the Specialist II in that the latter resolves complex workstation problems, maintains complex information technology computer networks, and designs simple information technology computer networks.

**TYPICAL DUTIES**

- \* 1. Maintains information technology computer networks and their operating systems.
- \* 2. Resolves computer workstation problems.
- \* 3. Installs, configures, implements, and supports information technology computer network operating systems, as well as system management applications; assists in data retrieval.
- \* 4. Instructs in the proper use of computer workstation or desktop hardware and related peripheral equipment.
- \* 5. Installs and upgrades various information technology computer network operating systems.
- \* 6. Supports applications and installs them onto computer workstations and their information technology computer networks.
- \* 7. Administers an internet/intranet system, and maintains access at all workstations.
- \* 8. Installs and tests industry standard computer system and application software, upgrades, and utility packages.
- \* 9. Configures and assembles computer hardware and software.
- 10. Performs simple programming tasks related to computer applications.
- 11. Assists in reviewing specifications and program logic for new and existing software applications.
- 12. Operates complex computer control consoles and peripheral equipment.
- 13. Installs computer communication cables, and connectors.
- 14. Tests cables, connectors, and communication equipment.
- 15. Performs security audits of computers and networks and remedies insecure configurations.
- 16. Diagnoses and repairs problems in computer hardware and equipment.

**\*TYPICAL ADA ESSENTIALS FUNCTIONS****FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Considerable knowledge of the principles, practices, and procedures involved in maintaining information technology computer networks.
2. Considerable knowledge of installation and maintenance of computer operating systems and application software.
3. Considerable knowledge of operations and routine maintenance of computer consoles and peripheral equipment.
4. Considerable knowledge of the equipment and devices used to monitor and detect communication interrupts and breaks.
5. Considerable knowledge of the current methods, practices, and procedures for installing, monitoring, and maintaining communication equipment, lines, and devices.
6. Knowledge of the current principles, practices, and procedures of computer programming.
7. Knowledge of computer system configuration.
8. Knowledge of the principles, practices, and procedures of network administration.
9. Knowledge of the various applications and other software required to maintain computer network systems.
10. Knowledge of computer network systems configuration.
11. Knowledge of the principles, practices, and procedures of data and/or telecommunications.
12. Knowledge of word processing, spreadsheet, database, graphics, presentation, and desktop publishing software.
13. Knowledge of computer and network security principles and practices.
14. Ability to install, monitor, and maintain computer network systems software products.
15. Ability to administer an internet/intranet system.
16. Ability to learn to plan, organize, schedule, and perform routine programming tasks.
17. Ability to establish and maintain effective working relationships with associates and end-users.
18. Ability to express oneself effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS****Training and Experience**

Four years of satisfactory, paid experience installing and maintaining, or assisting in installing and maintaining networks, or working with industry standard PC hardware and/or software, which included installing software applications, or training or supporting the users.

**NOTE:** 1. Completion of one year (thirty credits) of education at a regionally accredited or New York State registered college or university may be substituted for the above-mentioned experience on a year-for-year basis. For each year, the 30 credits must have included at least six (6) credits in a computer field.

2. Completion of a program of instruction (minimum of 300 hours) in a computer field at a commercial school registered by the New York State Department of Education or an out-of-state branch of that school may be substituted for two years of experience **AND/OR** for the six (6) credits in a computer field.
3. Possession of a network engineer certificate validated by one of the major network software vendors may be substituted for one year of the experience as outlined above.
4. Possession of a certificate in a networking or personal computer-related field validated by one of the major computer hardware or software vendors, certification institutions, or from a public or commercial school registered by the New York State Department of Education, or an out-of-state branch of that school, may be substituted for six (6) months of the above-mentioned experience on a one-certificate-for-each-six months basis **OR** for three (3) credits in a computer field. Possession of two certificates as outlined above may substitute for six (6) credits in a computer field.

**Necessary Special Requirement**

Continuing possession of an appropriate class, valid Driver's License issued by the State of New York may be required.

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