

[Go Back](#)

NASSAU COUNTY

**Title : PERSONAL COMPUTER
APPLICATIONS SPECIALIST III**

SCHOOL DISTRICTS

Code: 030220 BUO

CLASS SPECIFICATION

**Page : 1 of 3
Competitive**

GENERAL STATEMENT OF DUTIES

Plans, organizes, and directs the support and installation of applications onto personal computers and personal computer local area networks (LANs); designs and programs personal computer systems; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties require the exercise of considerable judgment in supervising and participating in technically complex work involving personal computer applications.

TYPICAL DUTIES

- * 1. Supervises all subordinates involved in the support and installation of applications onto personal computers and personal computer LANs.
- * 2. Designs systems for LANs in response to the needs of users; advises in the placement of individual personal computers, as well as units on LANs, and determines how they can be integrated into wide area networks (WANs).
- * 3. Conducts site surveys to determine appropriate software applications and hardware needs.
- * 4. Configures software systems for users of industry standard personal computer operating systems such as MacIntosh, DOS, Windows, OS/2, and Novell.
- * 5. Designs and provides memory configuration and management.
- * 6. Designs and programs linkages between industry standard application software used on personal computers or networks, such as word processing, spreadsheet, database, graphics, presentation, desktop publishing programs, and financial and student information management systems on LANs and/or RISC processors, and mini and/or mainframe platforms; instructs users on the general use of these packages.
- * 7. Instructs in the use of state-of-the-art end-user query and reporting packages, such as Informix SQL, COGNOS SQL, IQ Report Writer, and Powerhouse Report Writer, associated with financial and student information management packages.
- * 8. Programs, installs, and tests personal computer utility and program upgrade packages and operating systems such as DOS, MacIntosh, Windows, and OS/2.
- * 9. Supervises, installs, and tests industry standard personal computer application software such as word processing, spreadsheet, database, graphics, presentation, and desktop publishing programs or packages developed for the Educational Computer Center and its component local school districts, and provides assistance with linkages between these packages and financial and

student information management systems on LANs and/or RISC processors, and mini and/or mainframe platforms.

- * 10. Supervises, programs, installs, and tests personal computer based software, upgrade, and utility packages, and, under the direction of technical network specialists, installs these programs or program upgrades on LANs.
- * 11. Performs system analysis of end-user needs, and recommends and develops applications to meet these needs.

TYPICAL DUTIES (continued)

12. Implements new software installations including evaluation, table development, data collection, site conversion, parallel testing, and data reconciliation.
13. Acts as liaison between end-users and data processing department or consultants.
14. Moderates seminars and discussions of system problems, suggests modifications, and provides information on the feasibility of such modifications.

***ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Extensive knowledge of word processing, spreadsheet, database, graphics, presentation, and desktop publishing application software used in personal computers.
2. Thorough knowledge of local area networks, RISC, and mini and mainframe platforms.
3. Thorough knowledge of personal computer system configuration, and local area network and wide area network topology.
4. Thorough knowledge of personal computer and network operating systems.
5. Ability to analyze and resolve personal computer system problems quickly and efficiently.
6. Ability to install and maintain personal computer operating systems and application software products.
7. Ability to express oneself effectively, both orally and in writing.
8. Ability to establish and maintain effective working relationships with associates and end-users.
9. Ability to plan, supervise, and direct the work of subordinates.

MINIMUM QUALIFICATIONS

Training and Experience

1. Bachelor's degree from a regionally accredited or New York State registered college or university, including or supplemented by eighteen (18) credits in a computer field
and
Four years of satisfactory, paid, experience working with industry standard personal computer (DOS) and/or MacIntosh hardware and software, which included installing software applications or training or supporting the users;

or

2. Six years of experience, as outlined in (1) above
and, either

A. Associate's degree from a regionally accredited or New York State registered college or university, including or supplemented by twelve (12) credits in a computer field,

or

B. Graduation from high school
and

Completion of a New York State registered program of instruction (minimum of 300 hours) 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.

[Go Back](#)