NASSAU COUNTY

SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : PERSONAL COMPUTER
APPLICATIONS SPECIALIST II
Code: 030215 BUJ
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Competitive

GENERAL STATEMENT OF DUTIES
Programs, implements, supports, and installs systems and applications onto personal computers and personal computer local area networks (LANs); provides instruction to personal computer users; performs related duties as required.

COMPLEXITY OF DUTIES
Under general supervision, the duties require the exercise of independent judgment in the performance of technically complex work involving personal computer applications.

TYPICAL DUTIES
* 1. Implements the design of systems for LANs, advises in the placement of individual personal computers, as well as units on LANs.
* 2. Configures software systems for users of industry standard personal computer operating systems such as MacIntosh, DOS, Windows, OS/2, and Novell.
* 3. Develops 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.
* 4. Instructs in the general use of industry standard personal computer application software such as word processing, spreadsheet, database, graphics, presentation, and desktop publishing programs.
* 5. Instructs in the use of state-of-the-art end-user query and reporting packages, such as Informix SQL, COG NOS SQL, IQ Report Writer, and Powerhouse Report Writer, associated with financial and student information management packages.
* 6. Uses portable computers and testing equipment in the field and/or remote to provide extended assistance to users.
* 7. Conducts site surveys to determine appropriate software applications and hardware needs.
* 8. Installs and tests personal computer operating systems such as DOS, MacIntosh, Windows, and OS/2.
* 9. 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.   Programs, installs, and tests system, personal computer application software, upgrade, and utility packages, and, under the direction of a local area network specialist, may install these programs on LANs.

*ESSENTIAL FUNCTIONS

TYPICAL DUTIES (continued)

*   11.   Evaluates software and hardware needs, and makes recommendations for their procurement and installation.

*   12.   Acts as liaison between end-users and data processing department.

*   13.   Supervises subordinates involved in installing applications onto personal computers.

14.   Moderates seminars and discussions of system problems and suggests modifications.

*ESSENTIAL FUNCTIONS

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1.   Thorough knowledge of word processing, spreadsheet, database, graphics, presentation, and desktop publishing application software used in personal computers.

2.   Considerable knowledge of local area networks, RISC, and mini and mainframe platforms.

3.   Considerable knowledge of personal computer system configuration, and local area network topology.

4.   Considerable 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.

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
Two years of satisfactory, paid, experience working with industry standard personal computers (DOS) and/or MacIntosh hardware and software, which included installing software applications, or training or supporting the users;
or

2.   Four 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.

NOTE: Experience, as outlined above, in excess of the four-year requirement, may be
substituted for college education on a year-for-year basis.