

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 6683  
Pay Grade: C01

FLSA: Exempt

**INFORMATION SYSTEMS / MICROCOMPUTER SPECIALIST**

**MAJOR FUNCTION:**

Performs technical work in support of information systems and microcomputers. Work involves creating and maintaining computerized databases and web sites on the intranet and internet. Requires the consistent exercise of discretion and judgment. Work is performed under general direction and reviewed through periodic reports, conferences and effectiveness of results obtained.

**DUTIES AND RESPONSIBILITIES**

- Plans, develops, tests, maintains and documents programs controlling the content and appearance of web sites.
- Acts as a liaison between web sites and users.
- Utilizing knowledge of programming or database applications and server software operations, develops custom programs and databases written in various computer languages designed to enhance user appeal and utility as well as the site's overall functionality.
- Employing such languages as HTML (Hyper Text Mark-Up Language) and focusing primarily on files within the document root, creates and develops visually aesthetic graphics and writes text.
- Creates links to other web sites.
- Provides user interfaces via query, scripts and import functions.
- Troubleshoots system-related problems as needed.
- Generates and distributes a variety of reports and statistical summaries.
- Instructs and trains users in the operation of computer software, programs and packages.
- Serves as liaison with information systems staff in resolving programming and related problems.
- Applies an understanding and knowledge of information system products and services to assist internal users.
- May recommend new equipment or software in support of objectives.
- Provides related work, as required.

**MINIMUM QUALIFICATIONS:**

Graduation from an accredited college with a Bachelor's degree in Computer Science or related field, plus three (3) years progressively responsible microcomputer experience or performing activities related to web site development and providing technical assistance.

ISSUED: 3/00 AK; BOARD APPROVED: 6/13/00

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

**INFORMATION SYSTEMS MICROCOMPUTER SPECIALIST**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				