PCSB: 7106   FLSA: Exempt
Pay Grade: C03

INFORMATION TECHNOLOGY SPECIALIST

MAJOR FUNCTION:
Performs complex technical work developing, maintaining, and supporting desktop computer systems and database applications. Analyzes, studies and interprets information and data. Creates and provides custom reports. Acts as a liaison and collaborates with Information Systems and other departments on projects, system design improvement, and problem resolution. Work is performed independently and reviewed through periodic reports, conferences and effectiveness of results obtained.

DUTIES AND RESPONSIBILITIES:
- Consults with users on the creation, analysis and utilization of data. Produces custom reports and data files.
- Monitors information needs to meet changing requirements.
- Serves as liaison with information systems staff in systems design improvement and resolution of programming and/or related problems.
- Collaborates with other departments on processes and projects.
- Researches, analyzes, designs and maintains desktop computer systems.
- Works to identify, resolve, and/or correct various system errors or failures. Addresses problems in hardware, software and/or procedures.
- Responsible for coordinating the development, maintenance and support of departmental Web site(s).
- Identifies user requirements, evaluates software alternatives, and makes recommendations for the selection of software/hardware.
- Leads and supervises clerical/technical staff.
- Trains users in the operation of new or modified systems and programs.
- Meets with supervisors and/or employees regarding departmental or division issues.
- May maintain departmental security access for network files.
- Performs related work as required.

MINIMUM QUALIFICATIONS:
Graduation from an accredited college or university with a Bachelor's degree in Computer Science or related field, plus five (5) years progressively responsible business system and/or microcomputer and database application experience; or an equivalent combination of education, training, and related experience.

ISSUED: 3/01 AK; BOARD APPROVED: 6/12/01

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 TECHNOLOGY SPECIALIST

WORKING CONDITIONS & PHYSICAL EFFORT:	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				

Information Technology Spec - PTS