Jurisdictional Class: Competitive
Adopted: January 15, 1993
Revised: May 28, 2010

MICRO-COMPUTER COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves technical responsibility for planning, overseeing, and performing a variety of micro-computer related activities at one or more agencies. These duties involve installing and modifying micro-computer software to various fiscal and administrative operations. The position also involves the operation, monitoring, and necessary repair of a micro-computer network and related peripheral equipment. The incumbent may be required to coordinate with outside consultants/vendors in the performance of this function. Work is performed under the general supervision of an administrative superior with leeway allowed for the exercise of independent judgment in carrying out technical details of the work. Supervision may be exercised over the work of subordinate personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)
Plans, performs, and oversees the micro-computer operations of one or more agencies;
Insures that computer equipment is operating correctly and efficiently and conducts or oversees repairs
        in the event of malfunctioning;
Works with staff to collect input data for planning and implementing new programs;
Provides training in technical assistance to employees engaged in the operation of a micro-computer and related
        peripheral equipment;
Prepares a variety of records and reports in connection with the operation of programs;
Interfaces with vendors concerning new systems and ongoing system support;
Confers with officials to ascertain the nature of projects, the form of source information, and form of results
        required;
Studies software documentation to ascertain installation and operational instructions;
Analyzes problems in terms of factors such as type and extent of information to be transferred to and from
        micro-computer, variety of items to be processed, and format of final output;
Consults with superiors and reports problems and deviations affecting workload and scheduling;
May maintain inventory of hardware and software;
Establishes production procedures, priorities, and controls to insure adequate volume and accuracy in operations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:
Thorough knowledge of micro-computer programming principles, techniques, and concepts as applied to
        commercially available software;
Thorough knowledge of the use and operation of micro-computers, including local area networks;
Good knowledge of the application of various types of micro-computer equipment to accounting and statistical
        problems;
Good knowledge of office terminology and procedures;
Working knowledge of systems analysis applicable to micro-computer programming;
Ability to translate and adapt administrative, statistical, and financial data to programs for use in micro-computer
        operations;
Proven ability to install and use purchased operating data base management system and utility micro-computer
        software in a local area network;
Ability to follow complex oral and written instruction.

Micro-Computer Coordinator

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's Degree, including at least twenty-four (24) credit hours in computer science, micro-computer technology, computer programming, systems analysis, or related field; or

(b) Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's Degree including at least eighteen (18) credit hours in computer science, micro-computer technology, computer programming, systems analysis, or related field and two (2) years of experience in the operation and maintenance of micro-computer equipment; six (6) months of which shall have involved networking systems; or

(c) Possession of at least thirty-six (36) semester credit hours from a regionally accredited or New York State registered college or university with at least eighteen (18) credit hours in computer science, micro-computer technology, computer programming, systems analysis, or related field and four (4) years of experience in the operation and maintenance of micro-computer equipment; six (6) months of which shall have involved networking systems; or

(d) An equivalent combination of training and experience as defined by the limits of (a), (b), or (c) above.