

MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION: 09/04/98	CLASS TITLE: DATA SYSTEMS COORDINATOR	CODE: 64112
	MAJOR AGENCIES: BCC (FAMILY AND CHILDREN FIRST COUNCIL-ONLY)	PAGE <u>1</u> OF <u>2</u>

CLASS CONCEPT:

Seasoned professional level in the computer occupation under general direction requiring thorough knowledge of electronic data processing/computer science and microcomputer, minicomputer and/or network application programs in order to independently coordinate all office automation projects for the department and other assigned areas, develop, install & maintain hardware and software systems and products. Performs the material and substantial duties of the classification more than 50% of the time.

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	<p>Coordinates all office automation projects for the council and other assigned areas, plans, installs & maintains computer hardware, peripheral equipment and software operating systems & related products, develops and coordinates micro-computer, mini-computer and network systems applications and participates in hardware and software planning with management staff, contacts and/or meets with data center and vendors regarding hardware &/or software products &/or problems, oversees production of &/or produces computer reports, writes and updates user manuals, operates peripheral computer equipment (e.g., printers, modems), backs up files on the network administrator, enters, edits, updates and verifies computer data, evaluates hardware & software needs and recommends purchase, coordinates acquisition process, prepares specifications and bid documents.</p> <p>(Performs Related Duties As Required)</p>	<p><u>Knowledge of</u> 13 (office practices and procedures),* 14 (government structure and process), 22 (electronic data processing--computer programming techniques, computer operation); <u>Skill in</u> 29 (equipment operation--computer programming, use of programming language (e.g., MACRO); <u>Ability to</u> 30g (understand system of mechanical or other procedures (e.g., computer hardware), 30h (apply principles to solve practical, everyday problems), 30k (understand practical field of study (e.g., engineering, business administration), 30m (interpret extensive variety of technical material in books, journals & manuals), 30r (deal with many variables & determine specific action (e.g., research, production), 31d (calculate fractions, decimals & percentages), 32n (understand manuals & verbal instructions, technical in nature), 34c (cooperate with co-workers on group projects).</p> <p>(*Developed After Employment)</p>

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) Completion of graduate major program course work in data processing, business or related field and 1 yr. experience in operation, installation & maintenance of computer hardware, peripheral equipment and software programming techniques. -OR completion of undergraduate major program course work in data processing, (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT:
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CLASS CONCEPT:

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	<p>Trains users in computer program and/or equipment use, conducts seminars and/or workshops, answers user inquiries and assists users in resolving problems, maintains software library and inventory data on all hardware, performs and/or coordinates modification of software programs newly acquired or currently in production to keep them responsive to user needs and to assure efficient operation and maximum production, designs corrective measures, debugs problem programs.</p> <p>(Performs Related Duties As Required)</p>	<p>(*Developed After Employment)</p>

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) business or related field and 3 yrs. experience in operation, installation & maintenance of computer hardware, peripheral equipment and software programming techniques. - OR alternative, equivalent evidence of the Minimum Class Requirements. (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT:
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