

COMPUTER SYSTEMS SPECIALIST III

Class Definition

Under general supervision, consults with City departments to identify needs for personal computer based systems and evaluates hardware and software requirements; provides day-to-day direction for city-wide hardware and software installations.

Distinguishing Characteristics

Computer Systems Specialist III is the advanced working/lead level class in the Computer Systems Specialist series. Work involves the more complex issues which require the application of independent judgement to situations where standard procedures may not apply, and which may require giving lead direction to other staff engaged in the performance of similar duties. This class is distinguished from Computer Systems Specialist II in that the latter is the journey level class in which incumbents perform duties in accordance with established procedures and do not have responsibility for providing lead direction to others.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Develops and coordinate project implementation plans and city-wide installation of hardware and software projects.

Oversees the development of curriculum for city-wide training programs; coordinates computer training programs for the City with outside vendors.

Administers the City's E-mail, Problem Tracking, Costing/Receiving and class registration systems.

Provides project direction of city-wide projects.

Provides City-wide needs assessments for future hardware and software requirements.

Provides requested research for operating systems.

Administers Computer License Agreements for standard City software.

Consults with and advises City staff on effective use of computer resources; provides technical assistance in order to solve operational problems.

Prepares reports and correspondence.

Directs and reviews the work of subordinate staff.

Performs other duties as required.

Knowledge, Abilities and Skills

Advanced knowledge of computers, networks, software and communications systems.

Advanced knowledge of uses and applications for distributed and varied computer systems.

Advanced knowledge of current training methods used in the information processing field.

Considerable knowledge of Local Area Networks and Wide Area Network structures and associated administrative functions.

Ability to train City staff in the operation and use of computers and standard city software.

Ability to establish and maintain effective working relationships.

Ability to direct the work of other employees.

Ability to communicate effectively both orally and in writing.

Ability to think critically and logically to resolve problems.

Ability to stay current with information processing technology and applications.

Minimum Qualifications

Two years of experience equivalent to that gained as a Computer Systems Specialist II with the City of Fresno; or graduation from an accredited college or university with a Bachelor's Degree in management information systems, computer sciences or related field and three years of full time paid work experience which included implementation of automated system applications and equipment, project management, and lead responsibilities over assigned staff. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Necessary Special Requirements

Possession of a valid California Drivers License may be required at time of appointment.

APPROVED: (Signature on File)
Director of Administrative Services

DATE: 12/19/1996