DISTRIBUTED PROCESSING COORDINATOR

Code No. 5-04-005
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional technical position in the computer services field servicing micro-computer and mini-computer hardware and software in user organizations. Distributed processing is a decentralized data processing function in which non-data processing personnel work with small computers, i.e. microcomputer. Incumbents train users in the operation, maintenance, and programming of their micro-computer and mini computer hardware and software. The employee may coordinate the training activities of, and may train, Distributed Processing Technicians. General supervision may be exercised over a technical and/or clerical staff. The employee reports directly to and works under the general supervision of the director, or other senior staff member. Incumbents may be required to work evenings and weekends. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Surveys and maintains up-to-date knowledge of new trends and technology for micro-computer/mini-computer hardware and software;

Consults with vendors, distributors, and users regarding the purchase of micro-computer/mini-computer hardware and software;

Establishes, coordinates and maintains micro-computer training schedules and determines priorities;

Develops and implements micro computer training curriculum;

Writes programs for micro-computers/mini-computers;

Writes in-house programs for the mainframe computer to enable the mainframe to pickup and store data with micro-computers/mini-computers;

Conducts field visits to orient users in the operation of their micro-computers/mini-computers;

Conducts field visits to troubleshoot problems with user micro-computers/mini-computers;

Establishes, coordinates and conducts micro computer workshops for users to provide up-to-date information and support.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of micro-computer languages used in the shop to which assigned; good knowledge of micro-computer and mini-computer product technology; ability to define and recommend micro-computer/mini-computer hardware and software to users; ability to train and direct users in micro-computer/mini-computer applications, operations, and programming; ability to communicate with users imparting both technical and non-technical information regarding micro-computers/mini-computers; ability to establish and maintain effective working relationships with users, vendors and data processing personnel; ability to program; ability to learn new micro-computer/mini-computer program languages; ability to conduct workshops and seminars; ability to train; ability to detect and resolve micro-computer/mini-computer breakdowns and problems; dependability; initiative; patience; willingness to travel to different work sites; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

(A)   Graduation from a regionally accredited or New York State college or university with a Bachelor's degree in Computer Science or closely related field, plus three (3) years full-time paid or it's part-time equivalent experience in microcomputer work, which shall have included business applications programming involving data base and spread sheet design; OR,

(B)   Graduation from a regionally accredited or New York State college or university with an Associate's degree in Computer Science or closely related field, plus four (4) years of experience as described in (A) above; OR,

(C)   Graduation from a regionally accredited or New York State college or university with a Bachelor's degree, plus four (4) years of experience as described in (A) above; OR,

(D)   Graduation from a regionally accredited or New York State college or university with an Associate's degree, plus five (5) years of experience as described in (A) above; OR,

(E)   Any equivalent combination of training and experience as defined by the limits of (A), (B), (C), and (D) above.

SPECIAL REQUIREMENTS: Depending on position duties, candidates for employment with Monroe County government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to possess a valid license to operate a vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: December 11, 1986
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REVISED: June 8, 2000