

SENIOR COMPUTER APPLICATION SPECIALIST

Code No: 4-20-020
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position responsible for coordinating the development and/or maintenance of customized database applications for use on micro-computers. This position differs from the lower level position of Computer Application Specialist by virtue of its supervisory, analytical, and planning, development, and coordination duties. The employee reports directly to, and works under the general supervision of, a higher level employee. The employee may provide general supervision to lower level subordinate staff. 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.)

Plans and coordinates the development, implementation, and maintenance, of customized data base applications;

Acts as a functional project leader in application implementations and upgrades;

Acts as the subject matter expert for assigned applications;

Researches, analyzes, and plans for the implementation of computerized systems;

Defines current business processes and tailors software;

Develops specification documents to translate business needs into requirements;

Coordinates in-house training sessions in the use of databases and software;

Provides supervision in the planning and production of computer applications;

Analyzes a variety of data in several databases;

Merges, compiles and manipulates data from various sources;

Formulates ad hoc custom reports;

Troubleshoots issues that arise within the software application;

Provides support and maintenance to computerized systems and database applications;

Acts as a liaison between the business division and the Information Technology division.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the logical working of a micro-computer and its operating capacities; good knowledge of agency software; ability to develop and maintain accurate and effective computer database applications; ability to test, check and correct software programs; ability to implement computerized systems and conduct research and analysis; ability to define business practices and user requirements; ability to analyze and manipulate data in several

databases; ability to supervise others in proper operational procedures; ability to coordinate training in use of databases and software; ability to create custom reports; ability to establish and maintain effective professional relationships; accuracy; good judgement; physical condition commensurate with the demands of the position.

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

- (A) Four (4) years paid full-time or its part-time equivalent work experience in developing or maintaining database applications on micro-computers; OR,
- (B) Graduation from a regionally accredited or New York State recognized college or university with an Associates degree in a Computer Science or an Information Technology related field plus two (2) years paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (C) Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's degree as defined in (B) above OR,
- (D) Any equivalent combination of education and training as described by the limits of (A), (B), and (C) above.

SPECIAL REQUIREMENT:

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

ADOPTED: July 9, 2002
(formerly classified as Senior Application Specialist)

REVISED: March 4, 2010