

COMPUTER APPLICATION SPECIALIST

Code No: 4-20-006
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position responsible for the development and/or maintenance of customized database applications for use on micro-computers. This position differs the higher level position of Senior Computer Application Specialist in that it's an entry-level position, performing less complex tasks, and is not responsible for the oversight or supervision of staff. The employee reports directly to and works under the general supervision of a higher level employee. Does related work as required.

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

Develops and/or maintains customized data base applications for various divisions or agencies for their use on micro-computers;

Acts as the subject matter expert for assigned applications;

Tests, checks, corrects, and maintains all software/applications used by the division or agency;

Maintains computer-based records on a variety of data including but not limited to employees, benefits, payroll, student scheduling, attendance, testing and assessment;

Conducts in-house training sessions in the use of databases and software applications used in educational institutions and agencies;

Provides end-user software application support and instruction;

Links computer files for the efficient compiling and transferring of agency data.

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 application software; ability to develop and maintain accurate and effective computer database software applications; ability to test, check and correct software programs; ability to train others in proper operational procedures; 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) Two (2) 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 one (1) year paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (C) An equivalent combination of education and training as described by the limits of (A) and (B) 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: May 19, 1994

REVISED: June 8, 2000
Formerly: Application Specialist
REVISED: November 8, 2001
REVISED: March 4, 2010

ADDITIONAL INFORMATION:

Candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

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.