

POSITION TITLE: SYSTEMS SPECIALIST
DEPARTMENT: INFORMATION TECHNOLOGY DIVISION

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Information Technology Manager

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

None

DIRECT: 0

INDIRECT: 0

POSITION FUNCTION

This position is responsible for the support of users of the City's AS/400 computer system and related programming.

JOB RESPONSIBILITIES

- Creates and documents new computer programs
- Maintains existing computer programs
- Creates and revises queries for users
- Updates the operating system
- Assists users with application software
- Interfaces with vendors
- Creates backups of the system regularly
- Monitors computer operations
- Performs system/security duties
- Scans history log for discrepancies
- Installs and works with PC's and PC software; assists users with PC software
- Assists with network administration
- Assists with City web page tasks
- Works with other IT staff on related PC tasks
- Performs other related duties as assigned.

PHYSICAL REQUIREMENTS

Job requires incumbent to sit, talk/hear and use hands to finger, handle or feel. Must be able to focus clearly at 20 inches or less.

REQUIRED SKILL SETS***Occupational/Technical Skills***

Knowledge of RPG programming language

Knowledge of the IBM AS/400 computer and interfaces

Ability to use selected job-specific software

Must maintain a valid Ohio Driver's License and have the ability to drive

Administrative Skills

Ability to analyze and resolve situations and problems

Ability to organize work, set priorities and meet critical deadlines with a minimum of direction

Ability to set goals and develop strategies and schedules for meeting them

Ability to use techniques of effective time management

Ability to process paperwork effectively

Cognitive Skills

Ability to interpret a variety of technical information with abstract and/or concrete variables

Ability to identify problems, recognizing symptoms, causes and alternative solutions

Ability to make timely, sound decisions

Knowledge of methods and techniques of research

Ability to interpret a variety of instructions in written, oral, diagram or schedule form

Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals

Ability to interpret professional periodicals and journals, technical procedures, and government regulations

Ability to interpret complicated policies, procedures and protocols

Ability to perform standard business arithmetic, including percent-

ages and decimals

Communications Skills

Ability to let people know of decisions, changes, and other relevant information in a timely fashion

Ability to speak effectively one-to-one

Ability to demonstrate attention to and convey understanding of the comments or questions of others

Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary

Interpersonal Skills

Ability to use tact and discretion

Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors

Ability to deal courteously and diplomatically with the general public

Ability to maintain issue confidentiality

DESCRIPTION OF WORKING CONDITIONS

Work is typically performed in an office setting; incumbent works primarily alone.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

Two-year college certificate or equivalent; one to three years relevant experience; valid Ohio Driver's License; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.