

WINNEBAGO COUNTY JOB DESCRIPTION

**NON-BARGAINING
UNIT**

**STEP AND GRADE:
13H**

**DATE LAST PRINTED:
July 24, 2007**

JOB TITLE: PC SERVER SPECIALIST

D08N

SUMMARY OF RESPONSIBILITIES:

Under general supervision of the IT Operations Manager, coordinates, assists and instructs personnel in the use of Personal Computer Software, Personal Computers and networks. To select, implement, and develop software and hardware, mainframe and PC networks. Performs technical and advisory functions in the analysis and evaluation of standards, procedures and techniques of various department operations to determine the feasibility of converting to a computerized system, or to make continuing revisions and improvements to existing systems; plans and develops techniques to accomplish and test the conversion, may coordinate activities with programming staff as a project leader for the range of systems and sub-system project assignments, or independently performs the necessary program coding, testing and implementation.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Conducts studies of user departments to determine economic and technical feasibility of introducing or altering a data processing operation; identifies and resolves problems in existing systems. Coordinate and assist in the selection of personal computer (PC) and network hardware and software.
2. Researches, designs and implements new programs for proposed operations, or performs same functions to alter a present system; lays out new reports, new files and screens; prepares system narratives and program narratives.
3. Coordinate and assist in the interface of PC network software with mainframe computer and users; organizes test data for each program and checks the results; continually maintains current systems.
4. Prepares system documentation; trains user departments to effectively use computerized applications and operate PCs and/or terminals; document procedures for users; assist users in development of methods and software to accomplish required tasks and networks.
5. Assist other programmers with problems relating to PCs; performs application programming when required.
6. Perform basic PC and network maintenance, diagnostics and installation coordination.
7. Other duties as assigned.
8. Regular attendance is required; overtime (with approval) to accomplish job functions.

POSITION REQUIREMENTS:

Education and Experience

- Requires knowledge and skills equivalent to two years of college, with courses in information systems or graduation from an accredited school.
- At least three years experience programming, maintaining and designing of PC systems, networks, and applications software.
- Experience with mainframe programming and COBOL helpful and designing PC systems, networks and applications software.
- Requires extensive knowledge of use, application and operation of PC principles and techniques of computer systems.
- Requires working knowledge of office procedures, methods and practices.

Abilities:

- Requires ability to supervise work activities.
- Requires ability to plan logically, to analyze and interpret problems assigned and to present results with clarity and precision both in written and verbal form.
- Requires ability to evaluate systems routines.
- Requires ability to develop and maintain satisfactory working relationships with coworkers and county departments' staff.

Physical Requirements

- Must be able to lift, carry, push, and/or pull up to 50 pounds occasionally and 25 pounds frequently.
- Must be able to sit and/or stand for extended periods of time.
- May be required stoop, crawl, and kneel.