Job Title: OPS Information Technology Specialist

Compensation: $20.10 - $20.10

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 7

Position Summary:

Incumbents analyze, plan, design, develop, code, maintain, and update assigned networks, systems, applications, and/or databases. Responsibilities may include analyzing user needs; designing, developing, installing and maintaining systems, website functionality, report functions, applications, or databases; ensuring data accuracy; installing and testing upgrades and patches; writing code; and preparing analytical and statistical reports.

Requirements:

Education:

Bachelor's degree.

Experience:

Two years experience in area of responsibility.

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.

Knowledge:

- Network and technology infrastructure maintenance practices and procedures;

- Client/server environments;

- Programming code;

- Network operating systems;

- Diagnostic tools and equipment;

- Operating system software and administration principles and practices;

- System configuration principles and practices;

- Database management principles and practices;

- Report development;

- Recordkeeping principles;

- Computers and related software applications.

Skills:

- Developing reports using report writing tools;

- Analyzing applicable databases and making appropriate recommendations to increase efficiency;

- Configuring technological platforms, networks, and systems;

- Providing end-user support;

- Utilizing diagnostic analyzers and related equipment and tools;

- Communicating technical information to a non-technical audience;

- Maintaining records;

- Developing and writing code;

- Using a computer and related software applications;

- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Physical:

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.

- Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

- Incumbents may be subjected to electrical currents, workspace restrictions, and travel.

Responsibilities:

These duties are a representative sample; position assignments may vary.	Potential Frequency
1. Develops, manages, and maintains network systems, applications, and/or databases which includes installing and testing upgrades and patches; writing code; ensuring data accuracy; coding and revising applications; and performing related duties.	Daily 20%
2. Installs and troubleshoots technology infrastructure; resolves connectivity issues; and performs related duties.	Daily 25%
3. Identifies and resolves technical problems related to networks, servers, desktops, operating systems, and application software systems; monitors and ensures proper interfacing of systems applications.	Daily 20%
4. Configures databases to satisfy end-user requirements, which includes implementing fixes, changes, and enhancements.	Daily 10%
5. Provides technical expertise and end-user assistance related to database software; identifies end-user problems and determines viable solutions.	Daily 15%
6. Develops standard and ad-hoc statistical and functional reports as requested. Manages report methods, formats, and standards; develops and maintains report queries.	Daily 10%
7. Performs other duties of a similar nature or level.	As Required

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