COMPUTER SPECIALIST

GENERAL STATEMENT OF DUTIES: The work involves performance of computer programming duties as related to the city’s community development block grant and the housing rehabilitation programs.

DISTINGUISHING FEATURES OF THE CLASS: Work assignments are reviewed by an administrative superior and work is performed within an established system and procedure. Independent judgement is exercised in applying the computer procedures. Work is reviewed through analysis of reports and through discussions or problems encountered. Work is performed under the general supervision of the commissioner.

EXAMPLES OF WORK

- Input data into the integrated disbursement and information system;
- Maintain reports generated for DIS;
- Coordinate reporting requirements between department of housing and community development’s fiscal and planning department for the US department of housing and urban development;
- Prepare ongoing training for staff;
- Review computer software for updating;
- Input information for DHDC’S government information system;
- Manage and maintain the local area network;
- Other related work as necessary.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of basic computer principles, practices, and procedures; good knowledge of office terminology, procedures and computer equipment; ability to accurately prepare and maintain reports; ability to understand and follow detailed oral and written instructions; the ability to interpret and apply computer related applications to federal standards; ability to plan work programs; ability to perform with a high degree of accuracy.

MINIMUM QUALIFICATIONS

A) Graduation from a regionally accredited or New York State registered four year university with a Bachelor’s Degree in Computer Science, and one year of experience in the area of computer programming or design.
B) Graduation from a regionally accredited or New York State registered two year college with an Associate’s Degree in Computer Science and three years of experience required in the area of computer programming or design.
C) Graduation from high school or possession of a high school equivalency diploma and five years of experience in the area of computer programming or design.
D) Any equivalent combination of training and experience as defined by the limits of A, B, and C above.