

# Specific Job Duties and Responsibilities

## SPECIALIST, PURCHASING-MIS

Reports to: Director, Purchasing and Warehousing

### MAJOR FUNCTION:

Responsible technical and administrative work in the operation and management of administrative microcomputer applications.

### ILLUSTRATIVE DUTIES:

Plans and manages administrative microcomputer programs and services. Coordinates all functions and standard procedures necessary to maintaining microcomputer software applications. Oversees routines necessary for networking microcomputers to mainframe computers including periodic uploads and downloads of data files. Oversees all local network stations connected with administrative microcomputers as related to use of networked software applications. Makes on-site visits as necessary.

Confers with users and others in the development and maintenance of microcomputer software programs. Plans and designs new programs based on needs and requirements. Implements changes and updates to programs based on identified problems and new requirements. Tests all programs and assists in developing documentation for trainers and users.

### MINIMUM QUALIFICATIONS:

#### Knowledge, Ability and Skills:

Considerable knowledge of the operating characteristics, capabilities and limitations of both micro and mainframe computers. Demonstrated ability to diagnose and correct system-related problems in complex, internet worked PC-based, on-line transaction environments. Working knowledge of database theory, including data normalization practices. Working knowledge of Novell Netware versions 2.2, 3.11 and better. Significant knowledge and experience with MS-DOS versions 3.3 through 6.2, MS-Windows versions 3.0 and above. Working knowledge of Macintosh helpful.

Demonstrated ability to program in Microsoft Compiled Basic for MS-DOS machines and at least one of the following programming languages for DOS and Windows environments:

Foxpro 2.0 or better  
dBase IV or better  
C or C++  
ANSI standard SQL

#### Training and Experience:

Two years college or trade school training with a major of Computer Science or Computer Programming or equivalent experience. Three years significant work-related experience in the field of Microcomputer Systems or equivalent combination of training and experience.

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### Physical Requirements:

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

PCSB Salary Grade:	14	Local Code:	9939
Months Worked	12	State Code:	82035
Fund:	Local	EEO#:	
Date Board Approved:	9/11/07	State Title:	Systems Support Spec, Admin Technology

Business Services