INFORMATION CENTER SPECIALIST

Occupational Code: 1588
Salary Range: 30A
Status: Classified
FLSA: Exempt
Established: 7/88
Revised: 12/98

NATURE OF WORK:
Advanced technical and specialized work in managing and coordinating all phases of effective and economical information systems related to office automation, microcomputers and microcomputer interfaces with the City’s mainframe computer.

Work involves responsibility for carrying out duties related to the management and coordination of all activities of the Information Center, including the design, development, implementation, support and/or maintenance of microcomputer hardware and software. The employee will also function in an advisory capacity involving the development and support of information systems for the City of Miami. Work assignments will be received from the Deputy Director of Computers. This job is not of a routine, clerical or ministerial nature and requires extensive independent judgment.

ESSENTIAL FUNCTIONS: (The examples of work listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment for the position. Examples of work performed are not to be used for allocation purposes.)

Manages and participates in department microcomputer based data processing activities. Plans and implements new information system procedures. Advises and counsels management concerning the application of computing techniques to department requirements.

Coordinates and participates in the design, development, implementation and support of microcomputer based information systems. Supervises and participates in integrating newly developed and existing information systems.

Formulates and implements long and short range goals and objectives of the Information Center in accordance with departmental and Citywide goals and objectives.

Coordinates and supervises the evaluation, recommendation, implementation and support of citywide microcomputer hardware and software.

Aids in the coordination of Citywide microcomputer hardware and software acquisition, including adherence to contractual agreements and interfacing with vendors.

Prioritizes and supervises Information Center microcomputer related projects.

Coordinates Citywide microcomputer hardware and software training.
INFORMATION CENTER SPECIALIST (Cont.)

Manages and supervises Citywide data processing equipment hardware depot.

Assists in a confidential capacity to Labor Relations personnel in the development of computer applications for collective bargaining applications.

Coordinates and supervises the acquisition, implementation and support of microcomputer local area network cabling.

Aids in planning and implementing Citywide microcomputer data processing network.

Performs other related work as required.

**DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:** (The knowledge, abilities and skills identified in this class specification represent those needed to perform the duties of the class. Additional knowledge, abilities and skills may be applicable for individual positions in the employing departments.)

Thorough knowledge of procedures, equipment and forms used in developing microcomputer-related business applications.

Thorough knowledge of electronic data processing principles and practices.

Thorough knowledge of systems analysis, data processing and statistical applications.

Considerable knowledge of supervisory techniques.

Considerable knowledge of quality assurance procedures and techniques.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to plan, schedule and coordinate the work of subordinate staff in a manner conducive to full performance and high morale.

Ability to establish effective working relationships with fellow employees.

**DESIRABLE BASIC TRAINING AND EXPERIENCE:**

Graduation from an accredited college or university with major course work in Computer Science, Business or Public Administration. Thorough (4 – 7 years) data processing experience, considerable (2 – 4 years) experience at the senior management level with some (6 months – 2 years) working experience on the Unisys large system under MCP and/or the Unisys microcomputer system under BTOS/CTOS and/or DOS. Knowledge of software available on the Unisys B20 series of microcomputers and some (6 months – 2 years) experience in interface standards and quality assurance

OR

Equivalent combination of training and experience.
INFORMATION CENTER SPECIALIST (Cont.)

TOOLS AND EQUIPMENT:

Personal computers including keyboard, copiers, calculators, and other office equipment.

PHYSICAL DEMANDS:  (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed in an office environment. Hand-eye coordination is necessary to operate a computer and other office equipment, as needed.

While performing the duties of this job, the employee is frequently required to sit, stand, talk, use hand to finger, handle, feel, or operate objects. Occasionally, there is a need to reach and perform overhead lifting up to 5 lbs. to place and retrieve reference material from bookshelf.

WORK ENVIRONMENT:  (The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed in a temperature controlled modern office setting, mostly from a seated position at a modular workstation. The noise level in the work environment is usually low.