Data Systems Coordinator 1

SERIES PURPOSE: The purpose of the Data Systems Coordinator 1 occupation is to coordinate and monitor office automation projects. Incumbents coordinate and monitor implementation, development, installation, and/or maintenance of computer hardware/software systems.

CLASS CONCEPT: The class works under general supervision and requires considerable knowledge of electronic data processing/computer science and/or mainframe application programs in order to coordinate and monitor implementation, development, installation, and/or maintenance of computer hardware/software systems.

JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Coordinates and monitors implementation, development, installation, and/or maintenance of computer hardware and/or software systems (e.g., multiple terminal network) in department and/or University.

Provides information as needed for software development or problem-solving and/or develops mainframe applications; acts as liaison for computer section with other staff and/or outside users; provides technical assistance to system users and assists in developing procedures for optimum system utilization.

Trains users in computer program and/or equipment use; conducts seminars and/or workshops; answers user inquiries and assists users in resolving problems; contacts and/or meets with vendors regarding hardware/software products or problems.

Oversees production of and/or produces computer reports; writes and updates user manuals; schedules and submits production jobs; assigns security passwords to users; operates peripheral computer equipment (e.g., printers, modems, bursters, disk and tape drives) and/or backs up computer files on central processing unit; enters, edits, updates and/or verifies computer data; evaluates hardware/software needs and recommends purchase; evaluates and monitors data required for change requests to data base; installs, configures and troubleshoots computers; coordinates telephone network system activities; coordinates acquisition activities.

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Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of: electronic data processing/computer science; computer and/or application programs; computer hardware systems.

Skill in: operation of computer terminal and peripheral equipment (e.g., printers, modems, bursters, disk and tape drives).

Ability to: define problems, collect data, establish facts and draw valid conclusions; communicate orally and in writing with users regarding technical and non-technical matters; interpret a variety of technical computer material.

(*) Developed after employment.

**MINIMUM QUALIFICATIONS:** Associate degree in electronic data processing, computer science, or a related field; or a minimum of one year of experience in computer hardware/software systems and/or operation of computer terminal and peripheral equipment (e.g., printers, modems, bursters, disk and tape drives).

**REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES:** Not applicable.

**PHYSICAL REQUIREMENTS:** In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform sedentary work.

**SEDENTARY:** work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs may be defined as Sedentary when walking and standing are required only occasionally and all other Sedentary criteria are met.

**UNUSUAL WORKING CONDITIONS:** Work involves operation of computer terminal for long periods of time.

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