

Code: 3164

Title: LAN ADMINISTRATOR-COUNTY ATTORNEY

SUMMARY: Provides professional administrative assistance for management and/or current and long range automated related activities. Provides technical software and hardware support for minicomputer, microcomputer and Local Area Network (LAN) systems.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the manager/director.)

Conducts systems analysis to identify processes, work and information flow, and develops systems and applications for more efficient and effective operations;
Assists and coordinates with other County departments in identifying and defining program elements and specifications of systems development;
Designs, programs, operates, maintains, tests and refines specialized computer systems;
Reviews support systems and prepares purchasing recommendations;
Assists in the departmental, divisional and operational planning, direction and administration;
Attends various administrative meetings to provide specialized technical expertise;
Installs, configures and tests various types of operating systems and hardware for departmental minicomputer and LAN systems;
Installs and configures system peripherals, such as disk sub-systems, tape back-up systems, controllers, network interface boards, back-up systems and other related systems and peripherals;
Makes effective recommendations concerning LAN microcomputer strategies to the department concerning systems acquisitions, enhancements and upgrades;
Evaluates operating system and application software for multi-user systems;
Conducts diagnostic tests on hardware, cabling, peripherals and software;
Conducts technical analysis of capacity, response time and work load and makes systems growth projections;
Defines and controls systems security.

KNOWLEDGE & SKILLS:

Knowledge of:

- applications, operating principles and capabilities of micro/mini computer hardware and software;
- principles and techniques of systems analysis and design, and file organization as applied to data processing;
- problem solving, flow charting and structured programming;
- computer documentation methods;
- minicomputer, microcomputer, LAN operating systems and cabling systems.

Skill in:

- identifying and resolving technical and operational problems;
- communicating effectively;
- analyzing manual operations and determining feasibility of electronic information processing.

MINIMUM QUALIFICATIONS:

(1) A Bachelor's degree from an accredited college or university with a major in computer science, management information systems, programming or a closely related field.

OR

(2) An Associate's degree from an accredited college or technical school with a major in computer science, management information systems, business or a related field and two years of computer related experience.

OR

(3) Five years of computer related experience providing technical support to users and LAN systems.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require possession of a valid Arizona Driver's License with appropriate endorsement(s).

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

Special Notice Items: All positions require the successful completion of a background investigation due to the need for access to detention, corrections and/or law enforcement facilities or associated confidential information, documents and like materials.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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