

JOB DESCRIPTION

JOB TITLE: Data Coordination Analyst

JOB NO: AS007113

JOB FAMILY: Administrative\Specialists

FLSA: Non-Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

To perform a variety of complex administrative and technical functions to coordinate the operations and activities of the Management Information Services Division including scheduling, computer programming, and maintenance; and to provide technical supervision to other operation staff and technical support to City departments and divisions.

SUPERVISION

General supervision is provided by the Director of Information Technology.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct & Rules of Behavior outlined in chapter 8 of the General Government Policies and Procedures Manual.
2. Coordinate and monitor a variety of activities and information pertaining to computer systems including operation scheduling, monthly and yearly performance data, payroll data and functions, computer maintenance and job histories such as payroll, accounts payable and receivable, billings, statements and court activities.
3. Prepare and maintain all program and disk files; purge files as necessary.
4. Assist with developing programs for the computer system.
5. Provide functional and technical supervision for the work of division staff; provide division staff training as requested.
6. Assist with troubleshooting operation, program and diskette difficulties; correct or repair problems as requested.

OTHER DUTIES AND RESPONSIBILITIES

1. May participate in division budget preparation.
2. Attend training as required by management.
3. Assist with researching programs and procedures.
4. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

Sixty college semester hours successfully completed with major coursework in computer technology.

EXPERIENCE

Six months of experience in data processing or a related field.

LICENSES AND CERTIFICATES

None required.

COMPETENCIES

An employee's performance will be evaluated based on five competencies.

1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Modern computer equipment and programs.

Principles and practices of functional and technical supervision and training.

Basic computer operating systems.

General computer science theory, principles, practices and their application to a variety of programming and computer operations services.

Programming languages and software.

Principles and procedures of record keeping

Operating principles and practices of data processing equipment and peripherals.

Skill in:

Operating various types of office equipment including computers and related software and hardware.

Ability to:

Learn computer operating methods, languages and procedures used by the City.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Maintain, generate, and update computer programs.

Recognize and resolve computer equipment and programming problems.

Communicate clearly and concisely, both orally and in writing.

Pass a medical physical examination and drug test.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *communicating with others*
- *operating assigned equipment*
- *learning computer programming skills.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *sitting for extended periods of time*
- *lifting objects up to 34 lbs.*

Director of Human Resources

Date

Department Director

Date

ISSUE DATE: February 1993

REVISION DATE: January 1997; May 2002