

CITY OF UNALASKA

Position Description

Job Class: Computer Specialist I	Job Title: Computer Specialist I
Incumbent: Bryan Stafford	Department: Finance
Supervisor: Lee Lowery	Full Time/Part Time: Full Time
Wage Grade: 9	Union: No

DEPARTMENT REVIEW	
Submitted By: Lee Lowery	
Department Head Approval/Date:	<i>Lain Lewis</i> 3/20/97

FOR PERSONNEL DEPARTMENT USE ONLY

WC Classification: 8810	PCN:
Reviewed (by/date):	Date:

Position Status:

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

When was the last time this position description was updated? Date:

What is the overall purpose and objective of this position (why does this position exist)?

To support the City's Computer Information systems users.

POSITION RESPONSIBILITIES

List in order of importance the major responsibilities of the job, and estimate the percentage of time spent on each responsibility (the main function of the job may or may not be the one where the most time is spent).

1. Assist in planning and setting up computer hardware	40%
2. Install computer software and document procedures	20%
3. Assist users in solving computer software and hardware problems and provide daily support for all computer systems.	20%
4. Develops minimal in-house programming	10%
5. Other Job related duties as assigned	10%
TOTAL	100%

Is this position closely, moderately, or minimally supervised?

Please explain: Minimal supervision is required for communication of plans and ideas for the continuing support of computer users.

Does this position have access to confidential information? Yes No If yes, please provide detail.

Computer files are maintained by this person on a daily basis and will need security access to all city files.

Does this position have access to or handle City funds? Yes No If yes, please provide detail.

Is it important to this position that the incumbent be able to communicate fluently in English? Yes No If yes, please explain.

Communication with English speaking computer users is required.

What kind of work experience (including length of time), training, and/or level of education is necessary for this position?

A high school education and a minimum of two years computer support experience.

List any required technical skills (typing, computer skills, diesel mechanics, etc.):

Computer keyboarding and support knowledge.

What other special training and/or abilities are necessary to qualify for this position?

Ability to organize and analyze work flow and problems; make decisions and take prompt effective action. Knowledge of Office software and or networking.

Check any of the following factors that are important to successful performance in this position:

Problem Solving	<input checked="" type="checkbox"/>	Bilingual	<input type="checkbox"/>
Analytical Ability	<input checked="" type="checkbox"/>	Interpersonal Skills	<input checked="" type="checkbox"/>
Communication Skills	<input checked="" type="checkbox"/>	Dexterity	<input checked="" type="checkbox"/>

Describe the requirements of this position which make these factors important:

To effectively use time in supporting computer users and accomplish projects.

LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for this position? If so, please provide detail: **Position is subject to pre-employment drug testing.**

Is there any training, certification(s), or standards required for this position after he/she has been hired which an employee must pass to retain this position? If so, please provide detail:

WORKING CONDITIONS

Are there particular working conditions associated with this position which should be noted(i.e., working environment, hours of work, travel, work space, inclement weather, etc.)? Yes ___
No X If yes, please explain:

ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check physical demands that apply.

Describe job responsibilities which require physical demands checked.

1. Strength

- a. Standing 10 % of time
- Walking 10 % of time
- Sitting **80 % of time**

- b. Lifting **50 lbs.**
- Carrying **50 lbs.**
- Pushing **50 lbs.**
- Pulling **50 lbs.**

- 2. Climbing
- Balancing

- 3. Reaching
- Handling

- 4. Stooping
- Kneeling
- Crouching
- Crawling

Installing cable and computer devices

- 5. Speaking
- Hearing

- 6. Seeing
- Depth Perception
- Color Vision
