

**Title:** Computer Applications Specialist  
**PG:** 54  
**Status:** Civil Service  
**Position Reports to:** Designated Supervisor  
**Department:** Various

**Class Code:** 2033  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is a highly technical position responsible for specialized computer applications in support of the function of the department's goals and objectives. Performance of essential functions of the position requires a background closely related to the functional responsibilities of the department combined with the technical dimensions associated with computerized information systems. Work activities involve contact with the public, City officials and employees.

**ESSENTIAL FUNCTIONS:**

1. Plans and organizes data systems management functions in support of the organizational mission utilizing functional literacy combined with technical expertise.
2. Determines facility, equipment and supply requirements for data systems activities to facilitate analyses, reports, forecasts, estimates, computations, records maintenance and operational needs of the department.
3. Coordinates systems actions and plans with user agencies to ensure integrated programs.
4. Interprets laws, rules, regulations, policies and procedures as they affect the organizational mission.
5. Identifies requirements, determines appropriate courses of action and organizes data to prepare various reports in support of existing or proposed policies.
6. Develops computerized solutions to business and operating needs of user departments using desktop spreadsheet, database and word processor systems.
7. Assists in the implementation of new computer software packages.

**ADDITIONAL RESPONSIBILITIES:**

1. May formulate policies for the department utilizing both City requirements and sound research procedures; prepares correspondence and maintains detailed documentation of actions.
2. Provides individualized training to others in the use of computer based information retrieval and processing.
3. Supervises subordinate employees as directed.
4. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Knowledge of standard office practices and procedures.
2. Knowledge and ability to apply various computer software programs including word processing and spreadsheets; Microsoft Office Suite preferred.
3. Skill in operating micro-computer equipment.
4. Ability to plan, organize and coordinate the efforts of one or more employees in completing specified projects with little supervision.
5. Ability to perform in a functional capacity in relation to the employing department.
6. Ability to communicate effectively, both verbally and in writing, with employees and the public.
7. Ability to conduct department activities with competence, initiative and professionalism.
8. Ability to apply knowledge of computerized capabilities and processes to implement new vendor-supplied software packages.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

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The job risks exposure to no significant environmental hazards.  
The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Graduation from an accredited college or university with a Bachelor's degree in business, finance, human resources or field related to the essential duties of the position or function of the department.
2. Three (3) years of experience in the general field for which the organization of assignment is responsible.
3. Training in common office and basic computer software, tools, and disciplines is preferred.
4. Three (3) years experience in performing the following functions is highly desirable:
  - a. Preparing and maintaining data using electronic systems.
  - b. Developing data collection and reporting programs.
  - c. Analyzing and auditing automated data reports.
  - d. Supervisory experience.
5. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

**SPECIAL REQUIREMENTS:**

1. Must possess and maintain a valid state of Florida driver's license.
2. Must maintain a valid telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.