

MAJOR FUNCTION

This is responsible technical, professional and administrative work in serving as team leader, coordinating the design, implementation, and use of mobile data computers, software applications, and related equipment for a designated department. Work involves the design, implementation and use of microcomputers; development of microcomputer standards and procedures; and installing and networking microcomputer hardware and software. Work is performed under the general supervision of a higher-level manager and is reviewed through observation, conferences, and written reports for achievement of desired objectives.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Performs technical work in the use of mobile data computers and related equipment. Performs direct project management for departmental technology projects and initiatives. Manages the installation of mobile data computers and associated hardware. Designs, develops, and implements mobile data computer standards and procedures. Serves as team leader, coordinating and designing mobile data computer hardware and software systems. Services mobile data computer hardware and software. Conducts trouble-shooting diagnostics. Provides department-wide training and support for end users of the mobile data computer system and related equipment. Assists with hardware and software installation, application development, and support for the mobile data computer users. Creates and maintains system documentation. Maintains inventory and library of software. Maintains reference library, program documentation, and other pertinent technical reference materials. Conducts independent research and study to keep abreast of current mobile data computer advancements and technology. Serves as administrator of departmental mobile data computer software applications, exercising day-to-day administration, integrating software applications, and monitoring user capacity. May act as lead worker to other professional staff in providing support for mobile data computer users. Coordinates the review and revision of existing mobile data computer system configurations. Conducts feasibility studies, cost projections and needs analysis; ensures all hardware and software specifications are met for all mobile data computer requests and acquisitions. Makes recommendations on system enhancements and sets priorities for implementation of any system upgrades. Performs related work as required.

Other Important Duties

Reviews mobile data computer systems and develops recommendations in acquiring and implementing these systems. Develops and coordinates training programs for mobile data computer users. Coordinates installation of assorted mobile data computer and peripheral devices, including set-up, installation of standard and special purpose software applications. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of microcomputer software and hardware technology. Considerable knowledge of functional analysis techniques for solutions to common business problems. Considerable knowledge in teaching methods and techniques using various teaching aids. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to plan and organize technical materials for training courses. Ability to diagnose and solve complex problems related to the operation of microcomputers and related equipment and software. Ability to coordinate the work of professional and technical personnel. Skills in the use and installation of microcomputers and related equipment.

Minimum Training and Experience

Possession of a bachelor's degree in data processing, management information systems, computer science, public or business administration or a related field and three years of professional experience that includes computer systems analysis and/or programming, designing computer systems, or technical support; or an equivalent combination of training and experience.

Necessary Special Requirements

At the department director's discretion, a valid Class E State driver's license may be required at the time of appointment for any of the designated positions allocated to this class.

Police: Upon employment, FCIC/NCIC Limited Access certification is required, as a condition of continued employment.

Established: 04-26-01

Revised: 10-14-03*

03-17-09

09-15-09*