

**City of Salem**  
**CLASS SPECIFICATION**

CLASS. TITLE:	Departmental Information Systems Coordinator 1, 2	CLASS. CODE: 0193, 0192
DEPARTMENT:	Public Works	FLSA: E
REPORTS TO:	Various	DATE: 7/1/2002

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**Job Summary:**

Responsible for ensuring the continued operation of public works network and computer systems and supporting staff for information systems needs. Investigates all hardware/software related questions/concerns and determines the nature of resolution. The DISC 2 is characterized by responsibilities of greater technical scope and impact than those at the DISC 1 level regarding networking, use of multiple languages, databases, connectivity, and applications.

**Essential Job Functions**

(All functions may not be performed by all incumbents.)

1. Manages and supports the Local Area Network, including print queues, file servers across multiple locations, creating and maintaining user accounts, installations, and troubleshooting user problems.
2. Investigates all hardware and software questions and concerns to determine resolution. Performs diagnostic testing procedures to determine scope of hardware technical support.
3. Develops printer/computer specifications by researching, analyzing and making formal recommendations for the department to administrators of the department. Budgets, researches, purchases, installs, maintains, troubleshoots and repairs all computer work stations, software and printers. Develops and maintains a ten year plan.
4. Manages "trickle down" process of older computers/printers and the "surplus" process of outdated computer/printer equipment including cleaning the hard drive for the removal of programs and files.
5. Develops department policy for approval and forecasts staff and department needs as a member of the department information systems team. Develops, revises and maintains the ten-year computer plan for the department including assessing the needs for the new fiscal year.
6. Responsible for hiring vendor for data cabling, installing network and mission specific application software and providing project in service and training. Researches, budgets, compiles, administers and maintains contracts for various hardware, software and maintenance vendors.
7. Performs routine maintenance, upgrades, troubleshooting, control logic and display development, backups and modifications to various systems.
8. Manages various hardware, software and network improvement projects including responsibility for planning, organizing and directing to successful outcome. Projects can include hardware installations, network software upgrades and data cabling.
9. Administers and manages consistent software usage and facilitates the implementation of Public Works and City policies and procedures related to computer equipment and software. Develops Public Works policy and procedures with respect to hardware and software.
10. Receives all new computer/printer equipment upon delivery, verifies the order against the paperwork and sets installation process in motion. Maintains complete inventory of all hardware, software, licenses and setup/configuration information.

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11. Manages Oracle server including performing backup functions, troubleshooting problems, and performing upgrades to the Oracle DBMS and associated front end applications.
12. Creates, modify and maintain a web site and intranet for the department, a division or a specific project.

**Important Job Functions**

1. Acts as technical representative on committees with the DataCenter.
2. Acts as team leader and technical advisor for the department.
3. Assists other divisions in interviewing and hiring new employees.
4. Schedules and attends job related training, reviews professional journals, and current literature to keep abreast of current technology.
5. Attends meetings and various training seminars and conferences as required.
6. Performs other duties as required by supervisor.

**MATERIAL AND EQUIPMENT USED:**

- Desktop computers and printers
- Computer testing equipment, i.e. LAN cable testing equipment
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

	DISC 1	DISC 2
High school diploma or equivalent	X	X
Experience in computer networking, databases, applications	2 years	4 years

or any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

**License(s) and Certification(s):**

Oregon Building Code Restricted Energy Technician License required		X
Novell Netware Training desirable	X	X
Microsoft Certification desirable	X	X
Oregon Waste Water Operators license desirable		X

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Server hardware and associated software.
- Current computer hardware and software technologies, control logic, planning and communication.
- Facilities generally provided by operating systems software associated with multi-programmed and multi- process oriented computer systems.
- Operations, laboratory analysis, and maintenance of a large wastewater treatment facility may be required.
- Personal computer systems, word processing, distributed control systems, programmable logic controllers, and computer related support equipment.

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- Data communications network equipment and software.
- Governmental budgeting and accounting, and program management.
- Contemporary office practices and procedures and basic office software products.

**Ability to:**

- Troubleshoot a variety of information systems.
- Use computing devices and testing equipment.
- Write, modify and develop computer programs that support the daily operations, data collection and report generation at the treatment plant.
- Provide leadership and training to a varied workgroup.
- Communicate effectively verbally and in writing to a wide range of individuals.
- Work independently and make decisions with minimal supervision.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

**Physically able to:**

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods.
- Bend, kneel, stoop or climb.
- Lift up to 100 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.