

**CITY OF SALEM
HOUSING AUTHORITY
COMPUTER SPECIALIST**

**00149
30149
50149**

NATURE OF WORK

This is technical work providing support services for all aspects of the Housing Authority's micro and mini computer system and computer programming.

This work involves significant responsibilities in one or more of the following areas: complex programming projects (preferably COBOL), systems design and installation, and network management, research, analysis and recommendations for system-wide modifications to meet future needs of Housing in accordance with HUD requirements. Work is performed with considerable initiative by the incumbent on the best method to achieve overall desired objectives established by the Financial Services Supervisor.

This classification is responsible for training or directing others on short term projects, however full supervision is not a responsibility of this classification.

This classification is exclusively for use by the Salem Housing Authority. Work of a similar nature in other City Departments must be completed through the centralized Marion/Salem Data Center.

ILLUSTRATIVE EXAMPLES OF WORK

(A single position of a class will not usually involve all of the duties listed and many positions will involve duties which are not listed.)

Perform or oversee software installations and major upgrades, including both micro and mini-computers and software.

Meet with users to develop system design specifications for applications in compliance with HUD requirements. Develop and modify microcomputer applications including testing new or modified applications and organize implementation schedule. Prepares and maintains accurate documentation for applications and assigned systems.

Monitors performance of systems and advises supervisor of impending problems and recommended solutions. Perform diagnostic procedures to determine cause of hardware or software failures.

Presents training on various system application programs and their use to various Housing Authority staff. Resolves program operational problems as needed.

Perform detailed evaluations of micro and mini-computer hardware and software products. Researches current technological advancements for potential application to Housing Authority future needs.

Performs other related work as required.

WORK QUALIFICATIONS

Graduation from high school, **plus** two years of post-high school training in computer programming (preferably COBOL), electronics, user support, or related field in information processing; any equivalent combination of user support computer experience or training that would provide the following knowledges, skills and abilities:

Demonstrated knowledge of and ability to install and maintain computer systems and applications.

Demonstrated knowledge of one or more microcomputer applications such as Lotus 123, Aldus Pagemaker, Wang Upword, Wang WP Plus Word Perfect Office, WordPerfect, etc.

Some knowledge of Housing Authority programs or HUD regulations is desirable.

Proven ability in micro and/or mini-computer systems design and programming (COBOL is desirable).

Ability to communicate both verbally and in writing on technical issues to non-technical staff in a personable and professional manner.

Ability to work independently with users and staff in a congenial and professional manner.

Ability to interpret user need correctly in designing programs to meet user needs and HUD requirements.

Some positions may require possession of a valid Oregon driver's license or Class C driver's license and the ability to meet the City's driving standards.

PERSONNEL DIRECTOR