DATA PROCESSING SPECIALIST
(Town of Greenburgh)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for providing all areas of technical computer related support including installation, maintenance and troubleshooting of personal computers, their peripheral equipment, and the local area network (LAN.) An incumbent creates and transmits important files and documents for the Town of Greenburgh including payroll, accounts payable and tax bills. An incumbent also provides technical advice and assistance to users concerning data communication equipment and data transmission. The incumbent is expected to exercise independent judgment in the performance of duties. Supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Maintains and troubleshoots local area network (LAN); performs preventive maintenance in accordance with Town policies;

Monitors operations of the computer room including servers and networking equipment racks, air conditioning unit, water and fire alarms, and power protection systems;

Ensures network software is operating properly and backing up data; ensures accuracy of the backup and maintains network documentation including operations procedures, tape libraries and error logs;

Performs file application and system recovery when necessary; upgrades the backup and recovery application and its associated database;

Notifies supervisor of hardware and software conflicts and problems and assists in troubleshooting; performs minor repairs as directed;

Maintains equipment inventory database; assists in purchase of hardware and software;

Notifies supervisor of Windows and IBM AS400 network performance;

Maintains security of files; backup AS400 files and Windows data on prescribed schedule;

Provides technical advice and assistance to users concerning data communication equipment and data transmission;

Prepares checks such as payroll, accounts payable, direct deposit, etc. and transfers ACH check files to the bank;

Processes information and prints tax bills, water bills, school tax bills; designs overlay in AS400 for printing; maintains records and reports, as required;

Prints constituent labels for mass mailings as requested for the Town Supervisor and individual department usage;

EXAMPLES OF WORK: (Illustrative Only) (continued)

Transfers all files to LaserVault for archiving; index reports for retrieval of data;

Maintains archived financial information located in LaserVault including but not limited to payroll, taxes and water billing;

Monitors the time and attendance system (Kronos) and maintains the system rules;

Prepares reports in Excel with budget relevant data for all department heads;

Conducts email searches to collect pertinent documents in response to FOIL requests;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the operation and use of personal computers and their peripheral equipment; good knowledge of the principles, practices and procedures involved with local area networks (LANs); good knowledge of LAN systems configuration, wiring and maintenance; good knowledge of capabilities, applications and operation of data processing equipment; good knowledge of procedures involved in maintaining data security; ability to create, analyze and evaluate data; ability to identify and resolve user problems; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships; ability to plan, organize, and prioritize work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; tact; patience; flexibility; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) Bachelor's Degree* in Information Technology or a closely related field and one (1) year of experience where the primary function of the position was the installation, operation, maintenance and/or problem diagnosis of a data communication network; or (b) an Associate's Degree* in Information Technology or a closely related field and three (3) years of experience as described in (a); or (c) six (6) years of experience as described in (a).

SUBSTITUTION #1: Satisfactory completion of 30 credits* may be substituted on a year for year basis for up to four (4) years of the required experience.

SUBSTITUTION #2: Current Microsoft Certified Professional (MCP) certification from Microsoft or a current Network Plus or A Plus certification from Comp TIA may be substituted for six (6) months of the required experience.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: (continued)

NOTE #1: Experience on a home personal computer may not be used as a substitute for the aforementioned experience.

NOTE #2: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.