



County Office needs, resolve data problems and provide for system enhancements, code, test and implement new databases and system applications as required.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of computers, servers, peripheral specialized software.

Provide technical support to computer programming and operations staff; coordinate with networking staff concerning data security and firewall issues.

Assure proper functioning of assigned systems and databases.

Modify database systems to enhance system performance and presentation of data.

Install, update and maintain operating systems and software.

Program, develop, modify and analyze assigned computer systems, databases and applications to meet County Office needs, resolve data problems and provide for system enhancements as required.

Facilitate the collection, management, manipulation, reporting and distribution of computerized data used for analysis.

Implement necessary alterations to enhance and assure proper functioning of assigned databases.

Perform a variety of database administration activities.

Operate computers and peripheral equipment properly and efficiently.

Analyze situations accurately and adopt an effective course of action.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

Plan and organize work.

Meet schedules and time lines.

Maintain records related to work performed.

#### EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in computer science or related field and three years experience in the operation, development, analysis, modification and maintenance of computer database systems.

#### WORKING CONDITIONS:

##### ENVIRONMENT:

Indoor environment.

##### PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials and view a computer monitor.

Hearing and speaking to exchange information.

Sitting for extended periods of time.