



City of Lake Oswego, Oregon

Job Description

MICROCOMPUTER ANALYST

FLSA Status: Non-exempt

Union Representation: LOMEA

Salary Grade: 536

Job Code: 1090

Summary

Under the general direction of the Chief Technology Officer and with technical supervision from the Network Administrator and Network Engineers, develops and implements software programs including analysis of needs and requirements of users. Implements system programs and hardware upgrades including installation of software, configuration of equipment, acceptance testing and conversion of databases. Provides technical support and training to users.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Provides computer support to City employees and volunteers including resolving hardware and software problems, providing user training and support, assisting in system design and planning and the selection of hardware and software.
2. Develops programs including analyzing user needs and requirements, assisting to design system structures and making modifications or improvements as requested by users.
3. Assists in network administration including providing file-server administration, maintaining network security, configuring new systems, connecting new users and setting up backups.
4. Implements new systems including installation of new software programs, configuring new systems to meet user requirements, testing new hardware and software programs and providing file conversions.
5. Assists with web design and content management, database management and statistical or data retrieval in support of reports and presentations.
6. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- State and federal laws governing public information and privacy act.
- Computer network structures.
- Network operating structures.
- Detailed knowledge of computer hardware, software and peripherals.

- Problem resolution techniques.
- Project management principles.
- Working knowledge of English grammar, spelling and usage.
- Working knowledge of basic mathematical and statistical principles.
- Personal computers and related software applications.

Skills and Abilities to:

- Administer computer network operations systems.
- Implement new systems.
- Resolve conflicts.
- Make presentations.
- Write technical reports.
- Use computer hardware, software and peripherals.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is a Bachelor's degree in Computer Science or related technical field and four years related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing and Other Requirements:

Positions in this classification require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Sedentary Work (IT department): Exerting up to 35 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director

Date

Human Resources Director

Date

Employee

Date

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.