

**SYSTEMS SOFTWARE SPECIALIST**

**DEFINITION**

To install and maintain systems software products; to administer data base systems and telecommunications systems; and to maintain the security and integrity of the data base files and systems libraries.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Director of Information systems.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

Assist programming staff in system used, writing and debugging programs; assist terminal users with questions and problems using on-line systems.

Assist manager in evaluating new hardware and software products and in designing new systems; install and maintain hardware and software products.

Write, test, and debug application programs.

Update and assemble control programs; develop and update simulator programs; create backup tapes; design and modify data base files.

Create and maintain program libraries.

Develop procedures to assist operations staff in operating the system; create subroutines for use by programming staff.

Write programs to generate maps for on-line applications; design input and output forms.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

Knowledge of:

Data base concepts, design and processing techniques.

Principles of multi-programming.

Principles of computer based telecommunication systems.

Principles and techniques of program planning, program design, testing, and implementation.

Operation of computer systems and related equipment.

Systems and procedures analysis and development.

Operations, production capacity, and uses of standard data processing equipment.

Hardware installation procedures.

Macro and conditional assembly language.

(Over)

Skill to:

Apply the principles and concepts listed above.

Train data processing staff members.

Analyze and develop logical solutions to problems.

Communicate effectively and tactfully in both oral and written form.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Three years of increasingly responsible experience in programming and systems design, including or supplemented by experience with a data base management system, experience in the design of telecommunication systems, and experience in installing and maintaining systems software.

Training:

Equivalent to completion of a Bachelor's degree with a major emphasis in mathematics, data systems or a related field and supplemented by specialized training in data processing programming and systems analysis.