

LINN COUNTY CLASSIFICATION

TITLE:	COMPUTER RESOURCE SPECIALIST 2	APPROVAL ORDER
NUMBER:	086	NUMBER: 2001-302
PAY RANGE:	17	DATE: January 2020
CATEGORY:	DSA	

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Supports, develops, documents, and assists with technology in the Linn County Sheriff's Office, including preparation of estimates, hardware and software repair, maintenance, installation and programming. Analyzes, designs, programs, documents, implements and maintains software and server systems. Installs, maintains and administers databases, and virtual desktop infrastructure. Provides technical support to other staff members, and end users, on the use of technology. Advises Computer Resources Manager on technology-related matters.

SUPERVISION RECEIVED: Works under the general direction of the Computer Resources Manager who assigns work and evaluates performance.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of this classification. The person in this classification may assign work to Computer Resource Specialist 1 employees and will work in close coordination with other staff and assist in training.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Install and assist with management of technology infrastructure. Diagnose malfunctions and coordinate repair and servicing of computers, software, and technology infrastructure. Analyze workflow and recommends system enhancements, including software, hardware, and on premise and cloud-based infrastructure.
2. Develop procedures for operating and managing Sheriff's Office technology. Assist in the training of personnel in use of computer, software, and other technologies. Modifies existing software and server configurations, as requested, to change behaviors to meet user needs, growth in system usage, and requirements of the office.
3. Is proficient and maintains proficiency in various key, mission critical Sheriff's Office systems, applications, and technology infrastructures. Implements various office systems, applications or infrastructure as needed. Provide Subject-Matter-Expert assistance and leadership in specific systems, applications or infrastructure as needed and assigned.
4. Perform routine and non-routine maintenance of computers, infrastructure and software, systems and technologies. Manages system and software licensing. Evaluates, maintains and enhances office-wide system and device security.
5. Install and test technology. Diagnose malfunctions and coordinate repair and servicing of technologies.

6. Assist in developing long-range strategies for technology and infrastructure in the Sheriff's Office.
7. Install, test and troubleshoot network infrastructure for internal and external systems. Assist with engineering new or modified network pathways. Work with other staff, and outside vendors, to enhance network capacity and efficiency.
8. Develop and maintain effective, harmonious and reasonable work relationships with others.
9. Maintain regular and predictable work attendance.

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OTHER FUNCTIONS:

This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Knowledge of software design and computer hardware, systems analysis and design principles, practices and methods, networking systems and applications.

Skill and ability to troubleshoot and use hardware, software, terminals, printers, to assist and convey information to persons not directly engaged in data processing operations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school or possession of the equivalent GED Certificate. Equivalent to two years of specialized training in Computer Science, Data Processing or a related field and four years of experience in computer system operation or data processing; preferably in a public safety environment; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness, as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written and oral interview as prescribed by the Sheriff's

Office. Must pass a comprehensive psychological examination. Competent and licensed to operate a vehicle in the State of Oregon. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Must be Law Enforcement Data System (LEDS) certified within one (1) year. Must possess and maintain a valid First Aid and CPR card including instruction of the operation of Automatic External Defibrillators. Must maintain the ability to testify in court

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in various settings. Work requirements include the ability to sit and stand; walk, bend and stoop; see, talk and hear; drive a motor vehicle; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move fifty (50) pounds.

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