

Title: <b>Computer Technical Coordinator</b>	Effective Date: August 12, 2016	Grade: XVII	Job Category: Professional
Prior Title: <u>Computer Services Coordinator</u>	Prior Effective Date: October 18, 2010	Grade: XVII	Page: 1 of 1

*CHARACTERISTICS OF WORK*

This position is responsible for assuring the effectiveness of applications systems and assures that all Division standards are followed.

*EXAMPLES OF WORK*

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Review project plans and schedules.
- Monitor the progress of personnel on Computer Services Request.
- Study user operations and identify areas of potential improvement.
- Verify compliance of all systems and programs with current Division standards.
- Report to management and user on progress and/or problems.
- Test systems before moving to production.
- Analyze problem reports and recommend changes where needed.
- Assist in programs to educate staff and users of information processing capabilities and requirements.

*MINIMUM REQUIREMENTS*

The educational equivalent to a bachelor's degree from an accredited college or university in computer science, management information systems, or related field, plus a minimum of eight years of data processing experience with at least five years of experience within the Department. Knowledge of the capabilities and limitations of current hardware and software. Understanding of the major application systems. Ability to develop requirements for the general design of management information systems. Both in-state and out-of-state travel may be required.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*

**A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.**