

The University of Texas at San Antonio

Job Description

Job Title: Personal Computer Specialist
Code: 19399
Salary Grade: 55
FLSA Status: Non Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To provide knowledge utilizing software programs, macro development and report generation to design, implement and maintain databases, spreadsheets and other software applications for use on personal computers.
- Scope: Responsible for evaluating software needs, providing assistance/technical skills in fully utilizing software and application capabilities to support the needs of the department/user.

Duties

- Typical:
 1. Provides technical knowledge and skills in implementing and maintaining various software and related applications for use on personal computers.
 2. Analyzes and evaluates the software and application needs of the user and recommends and implements systems and applications.
 3. Relates existing personal computer hardware, software and applications with the needs of the department/user and integrates multiple software applications as necessary.
 4. Develops reports and management presentations as requested to support the department/user.
 5. Utilizes databases, spreadsheet applications, graphical presentations, etc. to support the department/user.
 6. Works with users to enhance their understanding and provides assistance in fully utilizing software capabilities.
 7. Serves as an informational resource regarding personal computer software and related applications.
 8. Communicates with vendors regarding software and applications to obtain information relating to cost, capabilities and service.
 9. Performs other duties as assigned.
- Periodic:
 1. N/A

Education

Required	Preferred
High School Diploma or GED.	Associate's degree in computer science/technology, business, or a related field from an accredited institution.

Other Requirements

Required	Preferred
Technical knowledge of personal computing software and commercial software packages.	N/A
Criminal Background Check (CBC).	

Experience

Required	Preferred
One year of experience with personal computer software and related applications.	Similar experience in an educational environment.

Equipment

Required	Preferred
Personal computer and standard office equipment.	N/A

Working Conditions

Usual	Special
Normal office conditions.	N/A

Supervision

Received	Given
General from supervisor.	None.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.