

**Central County Emergency 911**  
**ASSISTANT COMPUTER SYSTEMS PROGRAMMER ADMINISTRATOR**

**1. EMPLOYMENT**

The Assistant Computer Systems Programmer Administrator shall be a full time, salaried Employee of Central County, employed by and serving at the pleasure of the Executive Director, with the concurrence of the Operating Committee and Board of Director's.

**2. QUALIFICATIONS**

In addition to the basic requirements for employment, a candidate for the position of Assistant Computer Systems Programmer Administrator shall also meet the following qualifications:

- a) Must possess and maintain a proficient level in reading, writing and analytical skills;
- b) Ability to self express both in writing and speaking;
- c) A working knowledge of computer systems;
- d) A thorough knowledge of all computer equipment used in the operations of Central County, including networks;
- e) Ability to plan, organize and train Employees in the computer segment of the service;
- f) Must be capable to reconcile conflicting computer user demands;
- g) Must have knowledge and expertise in all computer operations relevant to:
  - 1) Computer software installation and maintenance
  - 2) Ability to 'trouble shoot' hardware and software malfunctions
  - 3) All 32 bit Windows Operating Systems
  - 4) General Networking (LAN/WAN)
  - 5) Visual Basic or Equivalent Programming Language
  - 6) Database programming and maintenance
  - 7) HTML
  - 8) GIS/ESRI/Map Info
  - 9) All software related to the above, so as to edit, produce and distribute the GIS product
- h) Ability to develop programs for computer systems;
- i) Ability to plan, develop and implement comprehensive training for all Employees and users of the computer system;
- j) Some experience in the UNIX operating system;
- k) Some experience with inMotion Technologies fleet management hardware and software;

**Central County Emergency 911  
ASSISTANT COMPUTER SYSTEMS PROGRAMMER ADMINISTRATOR**

**3. JOB DESCRIPTION**

The Assistant Computer Systems Programmer Administrator shall perform the following, among other duties;

- a) Shall be responsible for all aspects of the computer systems as they exist in Central County. This includes Computerized Dispatching, Printers, and Workstations;
- b) Shall have the ability to operate all computer equipment in Central County;
- c) Shall develop and implement training programs for computer systems used in Central County and be responsible for the documentation of those programs;
- d) Shall train all users of the computer systems. This includes Employees of Central County, Employees of the Participating Agencies and Contract Agencies;
- e) Shall instruct the dispatching staff to perform other work relevant to the computer then submit such work when necessary and appropriate. All work shall be submitted to the staff through the Shift Supervisors;
- f) Shall submit satisfactory replies for all inquiries made by computer users, or know where to obtain such replies;
- g) Shall be Central County's direct contact with vendors of computer hardware, software or services. However, they may not enter into financial agreements or contracts for such. All financial agreements shall be brought to the attention of the Executive Director for approval;
- h) Shall ensure that all data and other information relevant to the computer systems is appropriate and authorized and shall bring any unauthorized entries to the attention of the Computer Systems Programmer Administrator;
- i) Shall screen all user requests for computer software, services and other amenities and report their recommendations for these enhancements in writing to the Computer Systems Programmer Administrator;
- j) Shall in the absence of the Computer Systems Programmer Administrator be Chairperson of the Computer Users Committee;
- k) Shall be available to attend computer instructional courses when such schooling is reasonably scheduled. Using the guidelines in the Employee handbook, Article III, § 28;
- l) Shall assist the Computer Systems Programmer Administrator to prepare and maintain maintenance schedules for all aspects of the computer systems;
- m) Shall assist the Computer Systems Programmer Administrator with the operation and maintenance of all communications equipment and systems;

**Central County Emergency 911  
ASSISTANT COMPUTER SYSTEMS PROGRAMMER ADMINISTRATOR**

- n) Shall be on call, twenty-four hours a day, (excluding vacations);
- o) Shall be responsible for on time delivery of all computer generated reports;
- p) Shall be subject to an annual evaluation by the Computer Systems Programmer Administrator;
- q) Shall, with reasonable effort, attempt to keep constantly abreast and informed of all advances in technology and electronic communications equipment relevant to Central County and shall inform the Computer Systems Programmer Administrator of such;
- r) Shall perform other tasks as directed by the Computer Systems Programmer Administrator and the Executive Director;
- s) Shall, in the future assist with the writing of specifications for additional modules for the computer system, and upgrading, or replacing system. This includes but not limited to: Writing RFP specifications for mapping, AVL, GPS, Mobile Data Terminals, remote workstations, software interfaces, and current communications Equipment, i.e. MDT's, CDPD, Digital RF, etc.