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Job Specification

PROFESSIONAL SERVICES SPECIALIST 2 COMPUTER SERVICES

DEFINITION

Under the supervision of a or higher administrative officer in the Computer Services area at a state college, is responsible for independently performing professional work of considerable difficulty using established policies, procedures, precedents and guidelines; does related work as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Organizes assigned work and develops appropriate methods for meeting goals and objectives.

Reviews and evaluates workload and process; develops and implements improved methods as required.

Provides budget recommendations for area activities.

Analyzes and interprets applicable principles, federal and/or state laws and regulations in the course of official duties.

Assists in the interview of prospective subordinate staff members and provides recommendations concerning selection.

Establishes liaison and maintains cooperative working relationships with other staff or organizations whose functions impact on assigned responsibility.

Prepares reports.

Develops agenda, attends and participates in meetings or college events related to assigned responsibilities.

Serves on standing and ad hoc committees.

Prepares correspondence.

Maintains records and files.

Evaluates schedules of events and/or course offerings; recommends changes as indicated.

Oversees the fiscal affairs of the area; reviews income and approves expenditures.

Organizes and oversees the acquisition, distribution, inventory, and security of equipment, materials and facilities.

Conducts research; compiles and analyzes statistical, financial and other data.

Develops materials for publications.

Represents the college at conferences, meetings, and seminars.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE:

Three (3) years of experience in one or combination of the following: data processing, installation and maintenance of application programs, technical support, and/or design and preparation of programs.

NOTE: Applicants who do not possess the required education may substitute experience on a year for year basis.

NOTE: A Master's degree may be substituted for one (1) year of the required experience.

NOTE: A Ph.D. or Ed.D. degree may be substituted for two (2) years of the required experience.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of the theory, principles and techniques essential to performance of the specific responsibilities assigned.

Knowledge of college policies and procedures.

Ability to read and interpret laws, rules and regulations and apply them to specific situations.

Ability to establish liaison and maintain cooperative working relationships with other staff and others interested in the organization.

Ability to develop and conduct training, workshops and/or seminars for the campus community.

Ability to conduct research, analyze data and interpret findings.

Ability to plan a budget sor activities supervised.

Ability to prepare correspondence.

Ability to maintain records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
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This job specification is for **state** government use only.
Salary range is only applicable to state government.
Local salaries are established by individual local jurisdictions.

3/21/2015
