



HANOVER COUNTY GOVERNMENT POSITION DESCRIPTION

Department of Human Resources
PO Box 470
Hanover, VA 23069
Telephone (804) 365-6075
Facsimile (804) 365-6334

Automation Specialist
(16040)

Multiple Departments

Revision Date: May 2010

General Description: This is a technical position. The incumbent performs routine tasks maintaining the data information system needs of the Department.

Organization: The Automation Specialist reports to the Systems Administrator and supervises no staff.

Essential Functions:

- Monitors and controls information systems activities for the department.
- Enters, verifies and maintains data.
- Assists in monthly reporting.
- Troubleshoots software and equipment problems.
- Assists with computer problem resolutions and computer testing.
- Provides end user support and basic PC and software training.
- Assists in administration projects as needed.
- Serves as secondary security officer.
- Updates images on PCs as required.
- Reconnects PCs to network and restores PCs desktop and pst files.
- Performs related work as assigned.

Working Conditions:

- A. Hazards
 - None known
- B. Environment
 - Office
- C. Physical Effort
 - Must be able to maneuver computer equipment
- D. Non-exempt

Knowledge, Skills and Abilities: Knowledge of information technology, required. Must be able to configure computers and install software. Software application skills, preferred. Ability to work independently and with other staff at all levels of the organization. Excellent oral and written communication skills.

Education, Experience and Training: High school diploma or equivalent required with at least one (1) years' related experience with word processing and spreadsheet software. Some experience with relational databases, microcomputer configuration and software installation, preferred – **OR** – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

Special Conditions:

- Criminal Records Check, including fingerprinting
- Valid Commonwealth of Virginia Driver's License
- CPS (Child Protective Services) Check
- Mandatory Participant in the Citizen Emergency Response On-call Plan (DSS ONLY)
- Twelve-month probationary period
- Work beyond normal work schedule