



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 - Senior
(16042)

Community Services Board
(98)

Revision Date: August 2009

General Description: This is a technical position. The incumbent performs routine tasks that focus on enhancing and reporting from the departments' information system, CMHC, and supporting the departments' hardware and software.

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

Essential Functions:

- Supports PC hardware/software.
- Acts as a liaison with ITD to troubleshooting equipment, training, etc.
- Performs file server maintenance.
- Performs UNIX server maintenance.
- Reports production.
- Performs CMHC functions and maintenance.
- Uses CMHC report writers.
- Enters, verifies and maintains data.
- Provides end user support and basic PC and software training.
- Performs related work as assigned.

Working Conditions:

- A. Hazards
 - None known
- B. Environment
 - Office
- C. Physical Effort
 - Must be able to maneuver books weighing up to fifteen (15) lbs. and computer equipment weighing up to 100 lbs. with assistance and proper equipment
- D. Non-exempt

Knowledge, Skills and Abilities: Working knowledge and understanding of information technology, including proficiency with applications such as MS Excel, MS Word and MS Outlook. Excellent oral and written communication skills. Excellent analytical skills for troubleshooting and problem solving. Ability to work well with others at various organizational levels. Experience working with CMHC is preferred, including: working knowledge and understanding of CMHC and its structure, files, menus, and tables and ability to use CMHC report writers such as uScript, ERS, GRS, and AGS.

Education, Experience and Training: Associate's Degree in Information Systems or related field required with related experience - OR - and combination of education, experience and/or training sufficient to demonstrate the knowledge skills and abilities is acceptable.

Special Conditions:

- Criminal Records Check, including fingerprinting
- Twelve-month probationary period
- CPS (Child Protective Services) Check – DSS, CSB, Community Resources and Court Services only
- Work beyond normal work schedule
- Valid Commonwealth of Virginia Driver's License