



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 467.2

Job Title: **SENIOR MICROCOMPUTER ANALYST**

Pay Grade: 23

### **GENERAL SUMMARY:**

Provides technical support and manages a small to medium-sized Local Area Network (LAN); assists users with installation, training and technical support for personal computers.

### **RESPONSIBILITIES:**

- Designs and implements personal computer and LAN server databases.
- Develops and implements personal computer applications using a variety of software tools.
- May oversee the work of other analysts in supporting personal computer environments.
- Designs and implements micro-to-mainframe computer system linkages.
- Installs hardware and software; troubleshoots hardware and software problems.
- Designs and installs Local Area Networks (LANs).
- Researches and evaluates software technology and applications; maintains files on vendor equipment and software packages, their capabilities, price, performance, etc.
- Evaluates outside classes on computers and software and coordinates the assignment of personnel to these classes.
- Handles special projects as assigned.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Computer Science, Management and Information Systems (MIS) or a closely related field.

#### **EXPERIENCE:**

Three years of professional experience in systems analysis, design, programming or a closely related field are required.

Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

#### **COMPLEXITY:**

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

## **SPECIFICATIONS: (continued)**

### **IMPACT OF ACTIONS:**

Errors in work cause some expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves general scheduling and review of work as a "working supervisor" or lead person.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors and occasionally with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

#### **External Contacts:**

Level of external contact is primarily with lower-level service representative and vendors. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

### **PHYSICAL EFFORT:**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

### **WORK ENVIRONMENT:**

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

### **PHYSICAL SKILL:**

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

## **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

## **JOB FAMILY:**

Microcomputer Analyst  
Senior Microcomputer Analyst

*Effective: October 1990  
Revised: March 2015*