

## **SOFTWARE SUPPORT LIAISON**

**JOB CODE:** 3093  
**Location:** Tioga County Departments  
**Classification:** Competitive  
**Salary:** Non-Union  
**Adopted:** 7/02; Revised 6/06, Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for assisting and supporting the software applications of various Departments. The incumbent will act as a liaison to coordinate the effective use and functioning of specialized software applications to meet administrative needs and goals. Work is performed under the general direction of the Department Head, with considerable leeway allowed for the use of independent judgment. Supervision is not a function of this position. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Acts as a liaison between departments and software vendors to coordinate the set-up, installation, and maintenance of each software application;
- Consults with users on all phases of the software applications and refers unresolved problems to appropriate vendor;
- Creates and runs queries for the generation of reports for end users as requested;
- Reviews invoices and contracts for the purchase of new software and hardware products and makes recommendations to the Directors;
- Assists staff and individual end users in the use of software and provides training as necessary to new employees or for application updates/upgrades;
- Acts as a liaison between various Departments and the Information Technology Department's helpdesk to resolve software, hardware and network issues;
- Converts and transfers data from various sources to be utilized by end users;
- Attends meetings as required;
- Prepares and submits required/appropriate reports.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of computer hardware and software, including its capabilities and applications; skill in the operation of computers; good technical ability; ability to plan and organize the implementation of projects; ability to gather and analyze information and draw logical conclusions; ability to establish effective working relationships with others; ability to communicate effectively both orally and in writing; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Computer Science or closely related field and (1) one year of full-time paid experience or its part-time equivalent in assisting users in resolving computer problems; **OR**
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Computer Science or closely related field and three (3) years of full-time paid work experience or its part-time equivalent as described above; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time paid work experience or its part-time equivalent as described in (a) above.

**Special Requirement:** Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirement made in the ordinary course of business in a timely and efficient manner.