

CLASSIFICATION ADDENDUM

Job Title: Data Management Specialist

Classification Specification: Management Support Specialist

Barg Unit: AFS

Pay Grade: B23

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Data Management Specialist performs activities to support the interface between the Facilities Management (FM) system, or other software used to organize the Division's operations, and the Maintenance Division staff. Provides user support, to include report generation, consultation and training; responds to the Division's FM system and Local Area Network (LAN) needs by securing support from the Information Technology Department; conducts research and makes recommendations to management; serves as data custodian and specifies the parameters for data development projects; purchases computers and computer supplies; maintains documentation of software licensing and usage; represents the Division on City and regional technical committees; provides data development and application information to other City staff to ensure integration with other systems; maintains a log of all reported Facilities Management (FM) system problems; installs equipment. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In a public works or computer science related field that includes coursework in data inventories, data maintenance, and/or data development, and sufficient experience in the operation and support of Facilities Management (FM) systems.

Licensing Requirements:

- N/A

Knowledge:

- FM Systems in a production environment, with a special emphasis on street systems, building systems, vehicle inventory systems; tree inventory systems, fueling systems and sanitary and storm sewer systems;
- Data development and application development life cycles;
- Field data collection techniques;
- A wide variety of commonly used applications including GIS.

Skills: *(Demonstrated skill in performing the following)*

- Troubleshooting and identifying computer hardware and software problems; provide training and effectively communicate technical terms;
- Monitoring services provided by contractors.

Essential Characteristics and Duties Addendum
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Qualification For Grade Progression: N/A

Physical Requirements Addendum

Light Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

Addendum History

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