

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 7402  
Pay Grade: C03

FLSA: Exempt

**APPLICATION SPECIALIST**

**MAJOR FUNCTION:**

Performs complex technical work developing, maintaining, and supporting one or more computer applications. Analyzes, studies and interprets information and data. Collaborates with other departments on projects, system design improvement, and problem resolution. Exercises discretion and independent judgment.

**DUTIES AND RESPONSIBILITIES:**

- Provides district-wide support for application end-users.
- Consults with users on the creation, analysis and utilization of data.
- Maintains and updates application software and servers.
- Produces and creates custom reports and data files.
- Monitors information needs to meet changing requirements.
- Collaborates with other departments on processes and projects.
- Works to identify, resolve, and/or correct various application system errors or failures. Addresses problems in hardware, software and/or procedures.
- Trains users in the operation of new or modified application systems and programs.
- Contacts vendors for problem resolution.
- Meets with supervisors and/or employees regarding departmental or division issues.
- May maintain web site information.
- May maintain security access.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation from an accredited college or university with a Bachelor's degree in Computer Science or related field, plus three (3) years progressively responsible business system and/or microcomputer and database application experience; or an equivalent combination of education, training, and related Pinellas County School Board experience.

**PREFERRED:**

Networking experience. Database experience using Microsoft SQL or equivalent.

ISSUED: 6/06 AK; BOARD APPROVED: 8/12/06

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

**APPLICATION SPECIALIST**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy				X	
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

(MIS Only)  
Application Specialist – PTS