

FAYETTE COUNTY COMMUNITY ACTION AGENCY, INC.

JOB DESCRIPTION

TITLE: SENIOR RESOURCE CONSULTANT I

REPORTS TO: DIRECTOR OF PROPERTY MANAGEMENT

DUTIES/RESPONSIBILITIES:

COORDINATION/MAINTENANCE

- Coordinate installation, maintenance and repair of computer hardware.
- Daily problem solving of computer hardware/software.
- Maintain security & backup systems, as necessary for stored information.
- Maintain equipment inventory.
- Prepare manuals as appropriate for maintenance of computers and staff training.
- Support & train staff in use of computer systems.
- Administer Novell Network and oversee the data base administration function to Ensure data integrity is maintained.
- Design and establish disaster recovery procedures to ensure retrieval on all data and System software.

DEVELOPMENT

- Ongoing development & upkeep of FAMS manual, mailing list module & scanning module.
- Marketing of FAMS & installation to include:
Demonstrations, installation, mailing Demo's and technical support of the software.
- Ongoing research on updated hardware/software.
- Development of Internet based applications.
- Develop required customization in FAMS for all users.
- Development and coordination of Agency Technology Center.

QUALIFICATIONS

- Knowledge of Novell systems and Foxpro.
- Ability to teach and conduct group presentations.
- Ability to travel.
- Experience in development, coordination and maintenance of computer hardware/software.
- Good communication skills.