Job Title:	IT Specialist, Systems Applications	Range:	44
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for analyzing and evaluating existing applications and designing and developing new or enhanced applications to support end user needs. Responsibilities include defining technical requirements with end users; writing, modifying, editing and updating complex programs in a variety of programming languages; and providing training and assistance to end users as appropriate.

ESSENTIAL FUNCTIONS
Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Performs all aspects of design, development, coding, testing, debugging and implementation for new and modified systems applications that meet predetermined specifications and satisfy end user needs. This includes mainframe, PC-based, and/or internet based program applications.
2.	Works with end users to clearly define technical needs and/or identify problems and recommends and implements viable systems applications options and solutions.
3.	Installs, configures and develops integrated technical solutions to approved specifications using standard methodologies and develops, or follows logical sequences of steps to be used to produce intended results.
4.	Configures systems as needed for assigned environments and communicates changes to end users.
5.	Supports and assists higher level technical personnel in systems analysis, design and development work; participates in the creation, testing and maintenance of approved system solutions; performs assigned tasks independently and as part of a team.
6.	Develops and conducts systems applications training for end users and writes and updates technical program and user documentation.
7.	Maintains necessary logs and files, and reference library.
8.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
9.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
10.	Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The IT Specialist, Systems Applications maintains frequent contact with various District departments and personnel, IT management and staff, contract programmers and outside information systems vendors.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Two (2) years college coursework in Computer Science, Information Systems, or related field
Minimum two years (2) of programming experience, maintaining network operating systems and related activities
Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of computer hardware, software, networks, and applications
Knowledge of more than one programming language
Knowledge of applicable technical environments
Knowledge of analysis and design methodologies
Knowledge of system and environmental integration techniques
Knowledge of correct English usage, grammar, and spelling
Ability to analyze, specify, design, develop and maintain complex technical environments
Ability to install, test and maintain vendor and in-house developed tools and systems
Ability to develop control and programming codes
Ability to perform performance test, configuration manage and quality assure supported environments
Ability to analyze customer requirements and propose effective and efficient technical solutions
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to communicate effectively, both orally and in writing
Ability to understand and follow oral and written directions
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS
None

WORKING CONDITIONS

College or District information systems office environment; subject to lifting (up to 50 lbs. unassisted). Subject to sitting for long periods at a time (up to 2-3 hours). Repetitive use of upper extremities including hand coordination activities.