



Job Specification

Job Title: Department Technology Coordinator
BCAT Code: 460X AR
Pay Grade: G16

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

Job Description:

Responsible for integration, performance, and maintenance of information technologies (internet, database, etc) in a department.

Job Duties/Responsibilities:

- Consults with staff and faculty on the implementation of information technologies (internet, database, etc) policies and procedures.
- Assists web designers, programmers, etc, with electronic document processing.
- Analyzes technology resources and equipment (software and hardware) and recommends changes.
- Designs tools and resources necessary to deploy or maintain information technologies.
- Designs, develops, and publishes electronic documents using information technologies.
- Ensures the development and implementation of technology security measures.
- Prepares reports, queries, and tree managers, maintains customer records, knowledge, and practices in an assortment of information technologies.
- Trains users in various aspects of electronic document production and publication.
- Performs other information technology related duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of data processing principles, practices, and equipment in information technology.
- Knowledge of large integrated systems and event driven programs.
- Ability to multi-task, train staff, and use independent judgment.
- Knowledge of Windows and programming languages (C, C++, Visual Basic, Pearle, Java, CGI, relational databases (Oracle), middleware, LANs, etc).
- Effective time management, customer service, analytical, and organizational skills.
- Effective oral and verbal communication with external and internal customers.

Minimum Hiring Standards:

A bachelor's degree and two years of related experience, or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.