



**University of Texas at El Paso
Job Description**

Job Code: 7614
Job Title: Departmental Application Specialist
Department: Job may be available in different departments/divisions
Reports To: In accordance with specific departmental policies
FLSA Status: Exempt
Prepared By: Human Resource Services
Creation / Revision Date: October 27, 2010

Summary: Develops and supports departmentally authored software applications (web or client/server based), databases, and supports / maintains purchased or acquired software packages that support one or more specific departments.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Gathers customer requirements for acquisition (purchased or internally developed) and deployment of departmental software applications.

Researches and evaluates software and hardware platforms for software development or hosting of purchased applications.

Utilizes software development tools and/or Web authoring tools to create application interfaces (web or client / server); builds tables, frames, forms, and writes scripts within the browser; integrates video, animation, still images, text, and audio into the graphical design of web sites.

Maintains content of Web pages and makes necessary corrections or adjustments to keep text and images relevant and current

Performs basic project management functions for the acquisition or development, testing, and installation of department's applications.

Performs design and creation of simple databases and database objects using database management systems such as Microsoft Access, Microsoft SQL Server, MySQL, or Oracle.

Monitors application and database availability, performance and configurations; troubleshoots and logs issues; performs system back-ups and general system maintenance and upgrades.

Provides technical assistance to customers and the department by providing training and responding to problem inquiries, system errors, and general questions relating to supported applications. Makes changes to applications based on feedback from management and users.

Coordinates application integration and functional requirements to support interchanges with other department, university, UT System, the State of Texas, or federal government applications.

Stays abreast of industry trends and all applicable technologies.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities: Carries out supervisory responsibilities in accordance with the organization's objectives, policies and applicable laws.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Minimum Education required: Bachelor's degree from four year college or university within area of assigned responsibility.

Minimum Experience required: Three years of experience, related to the statement of duties and responsibilities; or equivalent combination of education and experience. Experience in software analysis and development, programming, Structured Query Language (SQL), and basic project management.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to feel; reach with hands and arms; and talk or hear. The employee is occasionally required to walk. The employee must occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.