

MASTER SPECIFICATION

JOB INFORMATION

Date:	1/17/2018 5:47:51 PM
Official Title:	Information Technology Consultant Senior Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 5
Scheduled Hours	
Job Code:	323409
Job Family:	Informations Systems/Techn

JOB SUMMARY

The Information Technology Consultant Senior provides information technology application and hardware support by providing consultation, planning, developing, testing and implementing information technology.

NATURE OF WORK

The Information Technology Consultant Senior is responsible for helping to resolve users' complex issues regarding computer applications and programming; data transfer, storage, and retrieval; and the uses of various technology. Additional responsibilities include serving as a senior adviser for the purchase of software, as well as installing and providing training to clients in its use. Job responsibilities require in-depth knowledge of systems analysis, programming and testing procedures utilizing standard computing platforms; methods practices and principles involved in maintaining an effective hardware and software platform. Work is performed under general direction, through the use of specialized tools, job experience, and established standards and objectives. Problems faced in this position are highly varied and complex, requiring analysis or interpretation of the situation. Errors could easily result in substantial costs, inconveniences, and disruption of services within the affected area.

Distinguishing Characteristics

Examples of Duties

Essential Functions

- Provides and consults on data management, compilation, analysis, and reporting for executive leadership to inform policies and decisions.
- Provides support and consultation on information technology systems and applications that support decision making and the operations of the information technology systems within an institution or department including anticipation of design, construct, and maintenance of the systems.
- Collaborates and maintains relationships with internal and external stakeholders to address and support the information technology needs and services of the institution or department.
- Develops and prepares a variety of complex technical specifications and requirements.
- Identifies and evaluates inefficiencies and recommends optimal solutions.
- Troubleshoots complex service issues and makes recommendations regarding their resolution.
- Provides student learning opportunity and training to support information technology systems and services for the institution.
- Performs other job related duties as assigned.

Additional Responsibilities

May lead vendor selection processes.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

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.

Education

Education Level	Field of Study	Req	Pref	And/Or
Bachelor’s degree	Information Systems, Computer Technology, or a related field	X		

Additional Experience

Check here if experience may substitute for some of the above education and describe how.

X	
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Work Experience

Experience	Experience Details	Req	Pref	
2 year +	Directly related experience	X		

