The University of Texas at San Antonio

Job Description

Job Title: Software Systems Specialist III

Code: 19366

Salary Grade: 61

FLSA Status: Exempt

Department/Division: Job available in different departments/divisions

Reports To: In accordance with specific department policies

Summary

- <u>Function</u>: To provide the advanced technical skills required to generate, modify, and maintain computer system software within defined limits.

- <u>Scope</u>:   Responsible for assisting in the generation and installation of operating system software and in the development and implementation of modifications to the existing operating system.

Duties

- <u>Typical</u>:
    1. Analyzes existing and projected operating systems and procedures, including studies of the interaction of several software systems to ascertain feasibility and performance.
    2. Coordinates implementation, installation, and maintenance of software and hardware, insuring operational efficiency.
    3. Maintains production databases and provides support and problem resolution to system users.
    4. Develops and produces web sites and web applications.
    5. Assists with report generation database backup and recovery.
    6. Coordinates with system administrators, developers and management regarding database needs and usage.
    7. Advises software system specialists of lower grade with respect to determination, and possible solutions to, work problems.
    8. Performs other duties as assigned.

- <u>Periodic</u>:
    1. Assists in training other systems software personnel and end users.

Education

Required	Preferred
Bachelor's degree in Computer Science or a related field.	Master's degree in Computer Science or a related field.

Other Requirements

Required	Preferred
Individuals holding this title may specialize in specific areas of system software, with responsibility for implementation and maintenance in those areas.	Oracle Certified Professional.
Criminal Background Check (CBC).	

Experience

Required	Preferred
Four or more years of experience in operating systems programming.	Prior working experience in higher education.

Equipment

Required	Possible
Knowledge of computer systems and components necessary to complete the tasks.	N/A

Working Conditions

Usual	Special
Normal conditions associated with computing installation.	May require working extended or non-standard hours.
Requires occasional off campus work with organizations to support technology.	

Supervision

Received	Given
General instruction from supervisor.	May oversee assigned staff.

Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.