Definition of Class
This is a non-supervisory position in which the incumbent analyzes, designs and implements computer systems and programs supporting the enterprise-level computing needs of the University. The incumbent provides support for computer users and reports to a higher-level project team leader.

Examples of Work Performed
Develops requirements, analyzes, designs and implements programs and utilities that support enterprise-wide applications.

Develops testing strategy and performs complete program tests including unit and integration testing.

Maintains system performance by troubleshooting/solving system and user problems; provides help to users regarding computer related functions.

Modifies and updates programs and completely tests and documents all changes.

Writes computer programs, user manuals and trains users on systems.

Identifies software requirements and contacts vendors for software presentations.

Devises preliminary solutions for current computer program shortcomings. Identifies and describes systems and procedures.

Studies objectives, programs, and functions of a department or institution.

Collects, codes, classifies, and analyzes data. Analyzes means of deriving input data. Confers with personnel of operating units or other departments and suggests revisions or plans for obtaining or standardizing input data.

Prepares flowcharts, block diagrams, technical reports, detailed test plans, and test schedules.

Participates in the training of personnel in operating units and other departments.

Documents all new systems/programs and changes to existing system/programs as necessary.

Assists senior support staff in the scheduling of and the running of production work.

Reads professional journals, participates in classes and workshops, networks with peers, and accesses knowledge bases to keep up with current software application development techniques and methodologies.

Performs similar or related duties as assigned or required.
Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Analyzes, designs, and implements computer systems and programs.
2. Modifies programs, develops testing strategy, tests programs, and documents changes.
3. Maintains system performance by troubleshooting/solving system and user problems.
4. Writes user manuals and trains users on systems.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job-related physical requirements may be added to these by individual agencies on an as-needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The incumbent is frequently required to sit, stand or walk; and reach with hands and arms. The incumbent is occasionally required to stoop, kneel, crouch, or crawl; and climb or balance.

Experience/Educational Requirements:

- **Education:**
  Bachelor's Degree in Computer Science or related field from an accredited four-year college or university.

  AND

- **Experience:**
  One (1) year of experience related to the above described duties.

- **Licensure:**
  Must have a valid State of Mississippi driver's license within first thirty (30) days of employment. *(For University Police Department only)*

Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.
Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 04/01/2015

The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.