Definition of Class
This is a professional position in which the incumbent organizes, designs, and implements new computer systems, i.e., serves as a “technical architect”. The incumbent may serve as project/team leader and manages designated projects.

Examples of Work Performed
Analyzes needs and possibilities for new computer systems; purchases equipment and software.

Designs systems, oversees programming projects, develops time lines, monitors systems testing, and assists with installation and support.

Assists with office and staff development; conducts user education of new system; and coordinates and conducts training for user personnel.

Interviews clients to determine needs and requirements for the requested computer system.

Identifies alternatives to system designed. Develops software applications.

Constructs database architecture to support the new system, as well as, coordinates and manage conversion to the new system.

Evaluates computer software and hardware; devises solutions for shortcomings.

Enhances and maintains computer systems and associated networks; coordinates all security matters for systems.

Attends seminars to stay abreast of new software as well as changes in software. 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, particularly those related to college admissions and recruitment.

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 needs and possibilities for and designs and develops new computer systems.

2. Designs database architecture to support new systems, coordinates and manages conversion to the new systems and conducts user education of new systems.

3. Evaluate software and hardware products; recommends, installs and supports such products.

4. Coordinates and conducts training for user personnel.

5. Provides technical direction, instruction, and supervision, as needed, for assignments performed by other staff.

6. Enhances and maintains computer systems and associated networks and writes computer programs.

7. Coordinates all security matters for 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:** There is no physical exertion in this position.

**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 frequently required to sit; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; and walk.

**Experience/Educational Requirements:**

**Education:**
A Bachelor's Degree from an accredited college or university in management information systems, computer science or a related field.

AND

**Experience:**
Three (3) years of experience related to the above described duties.

**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.

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