**Definition of Class**
This is a supervisory position in which the incumbent in this position is a highly experienced Systems Analyst who provides, designs, advises and implements technical support for the computer systems at the University, i.e., serves a “technical architect”. The incumbent serves as project/team leader and manages designated projects. Incumbent coordinates broad application areas and provides technical leadership to the campus.

**Examples of Work Performed**
Manages the activities of subordinate system analysts including, but not limited to, recommending hiring, promotions, and appointments, arranging work schedules, assigning projects, and reviewing work performed.

Develops training programs for programmers and analysts to promote familiarity with all aspects of computer systems in production.

Performs user needs analysis; evaluates, selects, and recommends hardware and software solutions.

Determines the most appropriate technical platform for user needs.

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

Works closely with the Basis team and the users to schedule and run production work in a timely and orderly manner.

Develops software applications.

Establishes and monitors backup, recovery, and re-run procedures.

Provides technical direction and training to the user community.

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. Manages the activities of subordinate systems analysts.

2. Performs user needs analysis and determines the most appropriate operating system for user needs.
3. Designs systems, oversees programming projects, develops time lines, monitors systems testing, and assists with installation and support.

**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 25 pounds.
- **Vision:** Requirements of this job include close vision and color 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 use hands to finger, handle or feel objects. The incumbent is occasionally required to stand; walk; sit; talk or hear; stoop, kneel, crouch or crawl; and reach with hands and arms.

**Experience/Educational Requirements:**

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

- **Experience:** Four (4) 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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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.