JOB DESCRIPTION

Computer Applications Specialist

Definition of Class
This is a supervisory position in which the incumbent oversees operator activity, including maintaining procedural documentation and training employees. Maintains Systems Media Library inventory, online Call Lists, the Equipment Database, and all paperwork involved in the receiving and shipping of equipment.

Examples of Work Performed
Supervises/Oversees operator activities, which includes assigning priorities to various operational tasks.

Diagnoses operator level system software/hardware malfunctions, determines the cause and proper course of action, remedies operator mistakes, and corrects minor infractions.

Responds to problems with production tasks and systems operation.

Maintains and writes a complete and accurate operating manual documenting procedures necessary to perform various production tasks, which includes continuously updating and developing new procedures when learning the operation of new systems; trains new and existing employees in the use of the systems.

Administers the Laser Printing Subsystem including maintaining and applying system software changes, programming the system for forms overlay, helping design/implement overlays for user departments, interfacing with vendor representatives concerning problems/enhancements.

Maintains Systems Media Library inventory, online Call Lists, the Equipment Database, and all the paperwork involved in the receiving and shipping of equipment.

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. Supervises/Oversees operator activities.
2. Serves as Programmer/Administrator for the Laser Printing Subsystem; interfaces with vendor representatives concerning problems/enhancements.
3. Maintains and writes operational procedures for existing and new systems; conducts operators training on all systems.
4. Maintains Systems Media Library inventory, online Call Lists, the Equipment Database, and all paperwork involved in receiving and shipping of equipment.

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 50 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 talk and hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is periodically required to sit; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

**Education:**
Associate’s Degree from an accredited two-year college.

AND

**Experience:**
Two (2) years of experience related to the above described duties.

AND

**Licensure:**
Incumbent must have a valid Mississippi Driver’s License.

**Substitution Statement:**
Related education and related experience may be substituted on a basis set forth by the Department of Human Resources.

**Background Check Requirements**
This position requires a background check upon hire.

**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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