THE UNIVERSITY OF WYOMING
JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: UW Human Resources.

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: SYSTEMS SPECIALIST

Reports To: Designated Supervisor

UW Job Code: 3967

UW Job Family: 38 - Computer Professional

SOC Code: 15-1244

FLSA: Exempt

Pay Grade: 26

Date: 5-12-98 (revised 12-01-01; 1-7-02; 7-1-02; 7-1-04; 10-19-05; 7-1-08)

JOB PURPOSE:

Independent or project work providing consultation, problem-solving, and expertise for work on a complex, technical specialty; providing information necessary for planning and operations in the technical specialty area; design and develop related software. Responsible for network operations and maintenance at the enterprise level.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Diagnose and resolve problems related to the technical specialty and which are unresolved by other technical staff; write system documentation.
- Provide client partnership and consulting services with users, computer professionals, managers and others related to area of expertise for a designated complex technical area; provide information and guidance to management relative to future application of the technical specialty.
- Provide backup support on critical systems, as directed.
- Design and develop software used in the specified technical area.
- Evaluate hardware and software used in the specified technical area.
- Provide project leadership or independent work, as directed, including planning, establishing timelines, setting up resource allocations, and completing project work that meets objectives within demanding deadlines for multiple projects.
- Consult with outside computer professionals to assist in resolving system problems.

SUPPLEMENTAL FUNCTIONS:

- Maintain computer proficiency through professional meetings, seminars, and conferences, and investigate new advancements in associated technology.

- Support teamwork and sharing of information within division and, as appropriate, with other divisions.
- Work on-call schedule, as directed, during non-business hours.

COMPETENCIES:
- Analysis/Problem Identification
- Individual Leadership
- Quality Orientation
- Strategic Planning
- Technical/Professional Knowledge
- Work Prioritization & Management

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in Computer Science or related field**

Experience: **6 years work-related experience in applicable computing or data communications**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Computer Science principles, theories, and concepts.
- Computer programming languages in use in the area.
- Computer software and hardware applications.
- Computer systems operation and network administration at the Enterprise level.
- Data processing equipment and programming tools.
- Design technology and techniques used to create, enhance and maintain utility programs and/or complete or partial computer systems.
- Operating systems and network/systems protocol at the enterprise level.
- Maintenance and enhancements of computer programs/systems.
- Current systems programming technology.
- Business practices including providing consulting services, developing client partnerships, and understanding business processes.

Skills and Abilities to:

- Design new computer systems and/or programs.
- Diagnose and resolve programming/system problems.
- Diagnose and resolve network operation problems at the enterprise level.
- Write, test, modify, and maintain computer programs/systems.
- Provide consulting services.
- Develop client partnerships.

- Effectively communicate both orally and written.
- Translate technical information into user-friendly program documentation.
- Maintain effective supervisory relationships.
- Meet multiple and conflicting project timelines.
- Maintain computer proficiency.
- Provide project leadership and mentoring.
- Interpret processes, flow charts and schematics.
- Test new data processing equipment and computer system applications and recommend purchases and standards.

WORKING CONDITIONS:

- No major sources of discomfort, standard office environment; regular exposure to video terminal displays.
- Some positions may have occasional exposure to mechanical and electrical hazards associated with computer equipment.

DISTINGUISHING FEATURES:

Computer Programmer: The lowest entry level for computer programming under direct to general supervision; installs, runs tests, assists with updating, modifying, and maintaining basic computer programs.

Computer Programmer, Senior: The next higher level for computer programming working under general supervision performing the work of the Computer Programmer and expanding to include supervision over student workers and working on more difficult analyses and programming tasks.

Programmer Analyst: The computer programmer and network administrator on LAN systems working under general supervision installing, modifying, testing and maintaining basic computer/network programs.

Programmer Analyst, Senior: The next higher level programmer working under limited supervision on basic and more complicated routine programming/system projects with project deadlines.

Programmer Analyst, Executive: Works on basic, routine and advanced, large projects with critical impact under very limited supervision and multiple and conflicting project deadlines.

Systems Programmer, Assistant: Assists under direct to general supervision with installing, maintaining, and modifying basic computer system software, assists with writing program documentation, run tests to find problem areas, and assists with basic repairs to system programs.

Systems Programmer: Works under general supervision and runs basic and routine program testing, installs, modifies, maintains utility programs, and writes basic and routine programming documentation.

Systems Programmer, Senior: Works under limited supervision, installing, testing, designing, modifying, and maintaining basic, routine and advanced computer programs and systems, works as a Project Leader, teaches other programmers computer technology, tests new technology, and makes repairs/purchase recommendations.

Systems Specialist: The highest level used both within the Programmer Analyst series and within the Systems Programmer series; this is the expert level that resolves basic, routine and advanced programming and enterprise network problems, develops new or enhances programs/systems, discovers where program is impacted negatively and overcomes related technical problems; teaches others computer and programming skills, and works as a Project Leader and mentor.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.