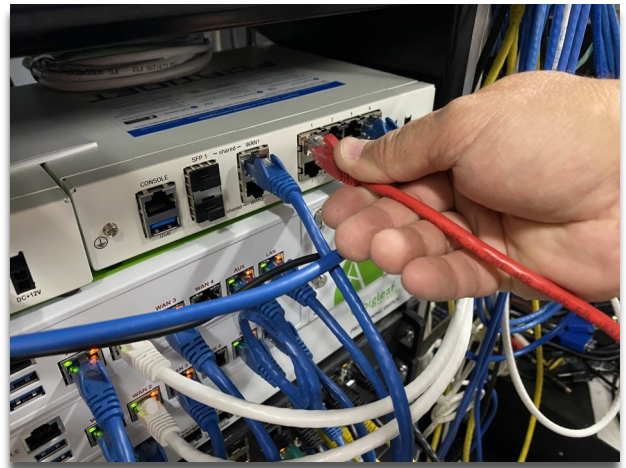


Applications Support Specialist



POSITION SUMMARY

Perform Information Systems operations such as installation, configuration, operations, management, monitoring and reporting of complex business applications and software systems. Also, serves as a back-up for other IT functions.

ESSENTIAL FUNCTIONS

- Assist with design, development and maintenance of databases on current and future systems
- Ensures system integration with all business applications
- Assists with managing Disaster Recovery functions for databases and servers
- Administers security measures to restrict unauthorized use of applications and databases
- Assists with backup and recovery procedures on applications and databases
- Assists in determining software and hardware requirements
- Performs application/report programming
- Special projects as required
- Coordinates with users/vendors to ensure timely and efficient software release installation and upgrades
- Assists users to define and resolve problems
- Assist in other IT functions as needed

POSITION QUALIFICATIONS

- Accountability - Ability to accept responsibility and account for his/her actions
- Communication, Oral - Ability to communicate effectively with others using the spoken word
- Communication, Written - Ability to communicate in writing clearly and concisely
- Detail Oriented - Ability to pay attention to the minute details of a project or task
- Organized - Possessing the trait of being organized or following a systematic method of performing a task
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines
- Working Under Pressure - Ability to complete assigned tasks under stressful situations

Education

Associate's Degree (two year college or technical school)

