

Missouri Department of Transportation Job Description

Job Title: Information Systems Technology Specialist

Title Code: R04110

Salary Grade: 11

Exemption Status: Exempt

Supervisory Responsibilities: Lead Worker Only

District/Division: Central Offices – Information Systems

Effective Date: 11-01-2024

Replaces (Effective Date): 07-01-2022

General Summary

The information systems technology specialist performs highly advanced and complex technical and advisory functions with regard to the information technology needs of the department and its partners/customers. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Computer Science, Computer Information Systems, Business Administration, Mathematics, or related field, **AND** eight years of increasingly responsible professional experience in positions relating to information technology, **OR**
- Twelve years of increasingly responsible professional experience in positions related to information systems.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide, overnight travel.

Examples of Work

1. Provides highly technical expertise and advisory guidance to management, internal and external partners/customers regarding the most complex information systems functions, services, and technologies.
2. Serves as a liaison with internal partners and external customers for the department regarding highly technical and emerging trends in the area of information technology.

3. Conducts information technology research, cost benefit analysis, and planning functions to ensure information technology solutions meet business needs.
4. Analyzes and evaluates new vendor software products/systems and develops, writes, tests, and documents new applications, software/hardware, databases, and programs.
5. Writes and maintains programs and/or queries to support existing and new software systems, including program interfaces and customer programs to analyze system stored data or other functions of the hardware/software.
6. Coordinates with developers, system administrators, operations personnel, and business analysts regarding software/hardware changes, upgrades, and training of software/hardware changes/upgrades.
7. Coordinates, analyzes, designs, develops, generates, tests, implements, and distributes code and installation instructions; modifies and implements new or revised versions of client and server systems.
8. Coordinates or prepares system documentation which includes user manuals, operations, problem diagnosis and resolution, testing, partner/customer accountability plans and business procedures.
9. Performs lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.
10. Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.