Missouri Department of Transportation

Code: R04696   **Title: Senior Information Systems Technologist**

Exemption Status: Non-Exempt   **Grade: 15**

Job Description

Effective Date	01-16-2008
Replaces (Effective Date)	04-01-2006
General Summary	The senior information systems technologist performs varied and complex activities in the areas of application/program development and computer system support for end users, including program development/debugging, server maintenance, database creation/maintenance, information system management for software applications, problem diagnosis/resolution, and communications. Responsibilities are performed under general supervision.
Minimum/Required Qualifications	Bachelor's Degree: Computer Science, Computer Information Systems, Business Administration, Mathematics, or related field Four years of experience in computer technical development, program management, and/or system administration networking.
Supervisory Responsibilities	Lead Worker Only
Location	Central and District Offices - Information Systems
Special Working Conditions/Job Characteristics	Job requires occasional, statewide, overnight travel.

Examples of Work

(1) Oversees daily network needs of backups, installations, virus detection, file maintenance, and user and server administration; ensures network and telecommunication systems are operational; diagnoses and schedules necessary repairs on system equipment; develops data dependent applications by performing modeling, analysis, design, coding, testing, and implementation activities.

(2) Evaluates, configures, installs, maintains, troubleshoots, and repairs all software applications, operating systems, new products, and hardware for servers and workstations.

(3) Writes, tests, documents, and updates configurations, installations, upgrade procedures, and operator instructions for software applications, database applications, servers, and workstations and application development.

(4) Serves as a liaison by coordinating and planning with district personnel, division personnel, work groups, and other agencies to recommend alternative solutions for current or future automation needs and to discuss automation issues.

(5)   Maintains and enhances communications, including host communications, gateways, bridges, routers, communication servers, network adapters, and modems.

(6)   Contacts vendors for technical support, product information, to report system problems, and resolve issues.

(7)   Develops programs for data feeds/extracts required for reporting, data integration between various systems and for data warehousing applications.

(8)   Assists with development of cost estimates, proposals, budgets, plans and status reports for projects.

(9)   Documents database guidelines, standards, policies, and procedures for operational personnel, applications programmers, and end users.

(10)   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.

(11)   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.