Job Title: Department Technology Coordinator

BCAT Code: 09OX09  Effective Date: April 1, 2007
Pay Grade: G16  FLSA Status: Exempt  Revision Date: July 1, 2013

Job Description:
Coordinates the integration, performance, and maintenance of information technologies, such as the internet, databases, etc., in a department.

Job Duties/Responsibilities:
- Consults with staff and faculty on the implementation of policies and procedures for information technologies, such as the internet, databases, etc.
- Assists web designers, programmers, etc. with the electronic document processing.
- Analyzes technology resources and equipment, software and hardware, and recommends technology changes.
- Designs tools and resources necessary to deploy or maintain information technologies.
- Designs, develops, and publishes electronic documents using information technologies.
- Ensures the development and implementation of technology security measures.
- Prepares reports, queries, and tree managers, maintains customer records, knowledge, and practices in an assortment of information technologies.
- Trains users in various aspects of electronic document production and publication.
- Performs other information technology related duties as assigned.

Knowledge, Skills, and Abilities:
- Knowledge of Windows and programming languages, such as C, C++, Visual Basic, Pearle, Java, CGI, relational databases, such as Oracle, middleware, LANs, etc.
- Knowledge of large integrated systems and event driven programs.
- Knowledge of data processing principles, practices, and equipment in information technology.
- Effective time management, customer service, analytical, and organizational skills.
- Effective oral and verbal communication with external and internal customers.
- Ability to multi-task, train staff, and use independent judgment.

Minimum Hiring Standards:
Bachelor’s degree and two years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.