



**University of Houston-Downtown
Job Description**

Job Title: Coordinator, Management Systems II
FLSA Category: Exempt
Grade: 26
Job Code: 2131

DUTIES

Job Summary: Researches, evaluates, implements, and provides support for desktop enterprise software application systems; develop ad-hoc computer programs according to the standards and programming directions established by information Technology's System Development Group.

Duties and Responsibilities:

- Researches, evaluates, implements, and supports desktop and enterprise software applications
- Design and write programs to produce reports from or create interfaces for university's ERP and other Administrative databases.
- Develops and maintains web site and resident forms
- Develops, maintains, and distributes training materials for software applications
- Researches other automation methods to meet University needs
- May supervise system support staff

Marginal Functions: All other duties as assigned

REQUIREMENTS

Education: Baccalaureate Degree
Experience: Minimum of 4 years including 1 to 2 years of programming
Licenses/Certification Preferred - CFRE

PHYSICAL DEMANDS

Environmental Conditions

Working conditions Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.

Physical Effort Position requires moderate physical activity. Requires handling of average-weight objects up to 25 pounds, or standing and/or walking for long periods of time (more than 4 hours per day).

Physical Risk Work environment involves minimal exposure to physical risks.