



**University of Houston-Downtown
Job Description**

Job Title: Coordinator, Management Systems III
FLSA Category: Exempt
Grade: 27
Job Code: 2132

DUTIES

Job Summary: Researches, evaluates, implements, and provides support for desktop enterprise software application systems; Perform system analysis and develop 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
 - Perform system analysis and design for new systems supporting department/division needs
 - 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
 - Supervises one systems support employee by assigning and monitoring work and providing training

Marginal Functions: All other duties as assigned

REQUIREMENTS

Education: Baccalaureate Degree
Experience: Minimum of 4 years including 3 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.