



# Example of Information Systems Specialist Job Description

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Our innovative and growing company is looking to fill the role of information systems specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for information systems specialist

- Provide support and training in the use of the applications, including specialized training in response to changing roles, business processes and RIM system(s) functionality
- Manage the relationship(s) with software vendors' support team, escalating issues that require immediate resolution and advocating for fixes/patches to the applications when appropriate
- Develop and maintain reports and other available reporting tools
- Work with staff to gather report requirements and ensure proper testing/validation
- Setting up Usernames and Passwords
- Troubleshooting Email Issues in Active Directory
- Assisting with IT Problems
- Printers, Faxes, Phone/Email, MS Word, Office, and Exchange
- In conjunction with the Manager, Inpatient Pharmacy Services and Clinical Pharmacy Manager, continuously monitors and improves the quality of information systems within the department to help/improve workflow and optimize pharmaceutical care
- Collaborates with the Manager, Inpatient Pharmacy Services for cross coverage prompted by temporary increases in workload, PTO, vacations, leaves, and personal administrative time set aside for project completion

## Qualifications for information systems specialist

- Prior experience in (AISSP) and within USTRANSCOM or similar government entity desirable
- Responsible to plan, manage and coordinate activities to ensure transformation goals and objectives are accomplished within prescribed time frame and funding parameters
- Verify effort require to support each upgrade and verification process to ensure man power estimates are reasonable and necessary
- Assign and supervise tasks and responsibilities among the transformation program team
- Communicate to all stake-holders the current year and 5 year objectives
- Obtain scheduling approval from all stake-holders by March before fiscal year project plans began