Our company is searching for experienced candidates for the position of information systems specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for information systems specialist

- Lead an assigned team of architects, analysts and developers during the project life cycle
- Provide day-to-day leadership of an assigned application team of architects, analysts and developers
- Participate in Information Resource Planning, Tactical Planning and Infrastructure planning for the DMV Application Development team
- Ensures that documentation for operations is completed and accurate
- Trouble shoot problems and coordinate problem solving efforts with applications staff, other state agency staff and vendors
- Coordinates the implementation and documentation of the new system, requiring organized and timely contacts with the user, software staff and operations
- Configure PC/Mac
- Configure and troubleshoot printer, copier
- Maintain and support conference room equipment
- Write simple batch scripts to automate tasks

Qualifications for information systems specialist

- The ability to communicate effectively in English, both in person and via phone

- Three (3) years of professional consultative, technical, or administrative experience which includes designing, constructing, or analyzing information systems
- Proficient in engineering software programs used to design, analyze engineering data and model or predict information to engineer a communication system or subsystem and drafting software such as AutoCAD, Visio
- Bachelor's Degree in Business, Human Resources/Information Systems or equivalent
- PeopleSoft and Cognos experience strongly preferred