

# Example of IT Specialist Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of IT specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for IT specialist

- Plan, configure, install and support CPU's, peripherals and connectivity infrastructure
- Ensures regular housekeeping of the CMDB, including running established CfM control reporting
- Accepts base-lined products from third parties and builds configuration baselines and snapshots for promotion and release
- Communicates to Change Management potential unauthorized changes to CMDB data
- Interacts with vendors to ensure any issues are dealt with in a timely manner
- Works autonomously on highly complex issues in a technically diverse environment
- Drive efficiencies and consistency of the core BTRM functions
- Create common tools for training, workflows (intake process) reporting, updates to frameworks, and communication
- Represent the BTRM group on initiatives from other business groups such as ORM/ERM, SSG, Compliance
- Assisting the business in resolving technology based audit findings consulting with IT Teams to identify mitigation strategies to internal audit findings

## Qualifications for IT specialist

- Appsense skills preferred
- Manage and maintain operations of an integrated test environment including

- Exceptional communication skills, organizational skills, analytical skills, and the ability to interact with external vendors/business units, varying levels within the Bank (technical through to Senior Management)
- Coordinates with other technology work teams such as ITS, Architecture to ensure success
- Manage support level agreements with multiple internal partners
- Solid understanding of IMS, DB2, JCL, J2EE, IHS Web Server, WebSphere Application Server, SSL, SOA, Unix Shell, Pega, and Web Services