

Oklahoma Department of Corrections
Unclassified Job Descriptor

INFORMATION TECHNOLOGY APPLICATIONS SPECIALIST

Basic Purpose:

Positions in this job are assigned responsibilities involving the planning of information systems, application development, and system maintenance for a large management information system. This includes working with end users to identify various requirements for computer operating systems, developing plans for enhancement of existing systems, and developing new systems.

Typical Functions:

- Confers with end users concerning requirements for applications, database management systems, operating systems and management information systems.
- Performs all aspects of system design including writing required programs, testing and evaluating new programs, and implementing new applications.
- Analyzes and designs program logic, screen layouts, reports, and test criteria for new or enhanced systems.
- Prepares program documentation to support new or enhanced systems.
- Performs ongoing maintenance and review of applications and programs; identifies problems and develops solutions.
- Maintains current knowledge of technical literature

Knowledge, Skills, and Abilities:

Knowledge of computer technology, programming languages, coding processes, and security measures; ability to communicate effectively both orally and in writing; capable of presenting complex material in a clear and concise manner; and ability to translate end user specifications into programming that produces desired outcomes.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree in computer science or closely related field and two years of experience in computer programming; or an equivalent combination of education and experience.