Job Title	Senior IT Professional I
Job Code	
Exempt Status	
Position Status	
EEO Classification	

Job Summary

The Senior IT Professional I, under general direction, provides technical leadership for a unit-level project or operation, which relies on multiple technical fields. Provides technical oversight for the application of and compliance with the unit's technical standards. Coordinates the technical activities of a project team. Completes reports and summaries for management and users including project status reports, problem reports, and progress summaries.

Essential Duties and Responsibilities

- Provides technical oversight and training for conducting research of problems and the formulation of recommended solutions for customers.

- Serves as a resource for internal and external customers. Serves on unit committees.
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- Serves as a technical lead in research, implementation, and deployment of systems software.

- Coordinates the installation and maintenance of both critical and non-critical software.

- Provides technical guidance for the development of computing plans for customers.

- Provides technical guidance and coordination with network plans for customers.

- Coordinates, designs, and tests disaster recovery plans.

- Resolves configuration system performance issues.

- Develops specifications for large and complex purchases of network server hardware

- Provides technical guidance on monitoring and maintaining system security and for protecting and recovering data.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor's degree in applicable field or equivalent combination of education and experience.

Experience – Five years of related experience.

Knowledge of – Knowledge of word processing and spreadsheet applications.

Ability to – Ability to multitask and work cooperatively with others. Excellent written communication, analytical, interpersonal, and organizational skills.

Licensing / Professional Certification – None.

Physical Requirements – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position generally supervises employees.

Other Requirements