Facilities Management Systems Specialist

Job Code 50015977

General Description
Performs diverse and complex analytical studies that support the planning, policy, development, and decision making activities for the Facilities Department.

Example of Duties
Oversee acquisition of new Maintenance Management Systems.
Maintain administrative database of the Facilities Department’s Maintenance Management system.
Provide error and disaster recovery.
Administer database security systems.
Develop archival and purging processes.
Analyze Maintenance Management system data.
Provide information and training to customers and users.
Review IDT transactions and reports.
Manage projects and monitor deliverables.
Oversee Facilities Department PC computer hardware and software.
Supervise student workers.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Facilities Department Maintenance Management software, structured query language, other programming languages, Microsoft based software, TxState software, network operations, TxState SDLC process, networking protocols, communication interfacings, hardware concepts, interrelation of software database performance.

Skills in: high level math, writing, oral communication, problem solving, project management and computer training.

Ability to: comprehend complex documents, give direction to subordinates, train employees, and prioritize own workload.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements