



MISSOURI SENATE

Computer Information Technology Specialist II

DEFINITION:

This is an advanced professional, technical and consultative work in the support and coordination of computer information technology services and activities.

Position provides support and coordination of computer information technology services for the Senate. Position provides technical expertise in computer systems analysis and design; systems programming and other computer information technology functions. Specific work in application design and maintenance will be required. Works under the general direction of the Information Technology Director.

This position does not have a Networking, System Administration, Cyber Security function or responsibility. All work will be performed on site in Jefferson City.

DUTIES AND RESPONSIBILITIES:

Provides technical expertise in computer application analysis and design; database administration; systems programming; and/or other computer information technologies specialties.

Provides guidance and training to other personnel.

Provides customer or technical support for systems.

Provides technical support for both internal and external organizational computer systems.

Supports applications that span multiple platforms.

Designs, writes, maintains documents and tests complex computer programs and clearly defined segments of highly complex programs.

Assists in the research, review, recommendation, and preparation of requests for proposals and/or bid specifications for software purchases.

Assist in computer systems disaster recovery plan maintenance and implementation.

Designs procedures for preserving data integrity.

Performs other related work as assigned.

ESSENTIAL KNOWLEDGE AND ABILITIES:

Considerable knowledge of the principles of computer programming and systems analysis, design, testing and documentation.

Considerable knowledge of the general operating principles and capabilities of computer hardware and software.

Considerable knowledge of software reference libraries and related utility programs.

Considerable knowledge of computer security systems and procedures.

Considerable knowledge of database management systems.

Working knowledge of C#, VB.net, HTML, CSS, JavaScript, SQL, MVC, Web Forms.

Ability to prepare and maintain standards, policies, procedures, guidelines and technical manuals.

Ability to troubleshoot and resolve software problems.

Ability to communicate effectively.

Ability to train and assist-experienced personnel.

Ability to establish and maintain effective working relationships.

TRAINING AND EXPERIENCE:

Bachelor's degree and four years' experience in computer information technology. Five years of experience in programming, systems analysis and design, or closely related field may be substituted for required education.

REPORTS TO:

Senate Information Technology Director

Starting Salary \$55,000

HOW TO APPLY:

Send application <https://www.senate.mo.gov/SenateApplication.pdf>, letter of interest and resume by Wednesday, April 30, 2025 to Senate Human Resources Specialist, Cindy Winthorst, 201 W. Capitol Ave., Room 434B, Jefferson City, MO 65101 or cwinthorst@senate.mo.gov.