

Application Support Specialist – Job Description Summary

Provide technical, functional, and strategic support to business areas regarding numerous (20-30+/-) key organizational or department software applications. Support may include but is not necessarily limited to system selection and installation, documenting policies and procedures, testing and troubleshooting applications, identifying and implementing solutions to system incidents, providing training support, implementing and testing system upgrades and maintenance, updating parameters, assist in developing and testing business continuity plans, identifying and implementing enhancements, and identifying new technologies that will best meet organizational needs.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Certificates, licenses, registrations
- Physical demands
- Work environment
- Mental demands