***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **IT Analyst, Applications Lead**

Job Family: Information Technology

Sub Family: IT - Applications Analysis

**Job Summary:**

The Lead Application Analyst oversees and administers all aspects (implementation, maintenance, and upgrade) of the application analysis and design for those application(s) that support administrative or operational functions of a UMB department or division.

**Essential Functions:**

* Serves as primary liaison of the application working directly with users and vendors in addressing issues and enhancement requests.
* Assess the current practices to ensure the software system supports the efficient process of the department.
* Designs and develops new business processes by applying knowledge of application in conjunction with understanding of department specific needs.
* Administers application data input and output into the software to ensure all department reporting needs are met in a timely fashion.
* Oversees and/or performs the administration of security access profiles.
* Identifies and resolves functional issues and risks respective to the implementation and ongoing support of the application system. Responsible for drafting new business processes and/or developing functional specifications for enhancements to the applications.
* Serves as first responder to user inquiries. Accountable for workable solutions and processes per assigned area of application and/or requirements.
* Designs and configures changes against documented requirements for the application(s) and establishes guidelines. Ensures standardization of design is maintained.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in Information Technology, Computer Science, Systems Administration, Computer Engineering or a related field.

Experience: Six (6) years experience in a functional area that requires the use and support of specified application(s) (i.e.: Priority Financials)

Supervisory:

Licensure/Certification:

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E0769F

SOC Code: 151121 IPEDS: Computer

EEO6 Code: Professional State Code: 9749502

USM eCode: E40075 AAP Code: 3A