



**HERRON
PROPERTY
MANAGEMENT**

Information Technology Specialist Job Description

Job Title: Information Technology Specialist

Department: Accounting

Reports To: CEO

FLSA Status: Exempt (not eligible for overtime)

SUMMARY:

The Information Technology Specialist maintains the computer networks providing technical support and ensuring the whole company runs smoothly, monitors and maintains the company computer systems, installs and configures hardware and software, and solves technical problems.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

- Modify data by maintenance or executing transactions to simulate a variety of different scenarios
- Able to debug software failures that happen throughout application development
- Implement best practices and use cases with testing of applications
- Ability to estimate time based on tasks created by project owners
- Taking initiative and set up meetings between project management teams and technical development team to help keep projects on track
- Develop application design documentation for technical / non-technical users
- Implement and maintain property management software
- Any additional duties or special projects as assigned

EDUCATION and/or EXPERIENCE:

Education and experience include, but may not be limited to:

- Strong communication skills
- Adaptable to fast paced environments
- A team player and collaborative
- Self-productive and punctual to deadlines created by management staff
- Some familiarity with QA fundamentals and automated testing processes (ALM, JIRA, QTP, Agile) preferred but not required
- Bachelor's Degree preferred but not required
- Knowledge of MRI, Onesite, and Yardi software a plus

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Bilingual is a plus (Spanish).

MATHEMATICAL SKILLS:

Strong math and analytical skills. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, and formulas.

REASONING ABILITY:

Moderate. Must be able to apply principles of logical thinking to a variety of practical situations and accurately follow standardized procedures that may occasionally involve minor deviations. Needs ability to think rationally beyond a specific set of instructions.

COMPUTER SKILLS:

Should be comfortable using Word, Excel, and email.

PHYSICAL DEMANDS:

Must be physically able to walk, stoop, kneel, carry and lift up to 20 pounds.

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 individual with disabilities to perform the essential functions.

The employee is required to stand, walk, and sit. Employees must be able to hear to perform their essential job functions.

DRIVING/TRAVELING REQUIREMENTS:

Minimal need (0% to 5% of the time) to utilize personal transportation. Must have a valid driver's license and current proof of automobile insurance.

WORK ENVIRONMENT:

The work environment characteristics are representative of those an employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

ADDITIONAL REQUIREMENTS:

An Information Technology Specialist must fulfill the performance standards of this position and comply with policies, rules and procedures of the company. Including those set out in the Employee Policy Manual, or otherwise communicated (verbally or in writing) to employees.

This job description is intended to describe the general nature and responsibilities of this position. This job description and the duties of this position are subject to change, modification and addition as deemed necessary by the company. Employees are required to comply with supervisory instructions and perform other job duties, responsibilities and assignments requested by supervisors, managers or other company officials.

This job description does not constitute an employment contract between the company and any employee.