

Development Support Specialist Job Description

Job Title – Development Support Specialist	Reports to: Chief Technology Officer	
Job Code-	Overtime Status: <input checked="" type="checkbox"/> Exempt (not eligible) <input type="checkbox"/> Non-Exempt(eligible)	
Department – Information Technology	Prepared by:	Date:
Facility -	Approved by:	Date:

Job Summary

The incumbent will be responsible for the development of enhanced Information Technology (IT) systems in the hospital. The incumbent will carry-out her/his duties by adhering to the highest standards of ethical and moral conduct, acts in the best interest of XXX Hospital, and fully supports the mission, vision, and values of XXX Hospital. The incumbent will have knowledge of health care IT systems, and have demonstrated ability to interact, relate to, work with, and support the activities of a diverse workforce.

Supervises

- None

Primary Responsibilities

- Maintains hospital website and creates communication tools within website
- Maintains hospital Intranet along with communication tools used by hospital staff
- Defines future IT processes within the hospital
- Identifies web based solutions to assist in standardize practices which minimize patient's stay
- Collaborates and initiates employee satisfaction surveys on employee Intranet with Employee Relations Specialist

Other Responsibilities

- Attends staff meetings
- Completes continuing education credits as needed

Education/Certifications/Licenses

- Bachelor's degree from an accredited institution in Computer Science, Information Technology or equivalent
- Master's degree preferred
- Certified IT professional in PMP, MCSE, A+, CCNA, MCP, Network+, CISSP, MCSA, ITIL, or Security+

Experience

- **Required - 3 years** experience in IT Development in high revenue environment including Web 2.0 applications
- **Preferred - 5 years** experience in IT Development in health care environment including Web 2.0 applications

Special Skills/ Equipment

- Proficient use of Dreamweaver, Oracle Database, Web server, Safari, Photoshop, Microsoft Office, and MS Project
- Bilingual in Arabic, ASL, Cantonese, Hindi, Japanese, Korean, Mandarin, Polish, Russian, Spanish, or Vietnamese preferred

Contacts

Internal patients, providers, staff, and volunteers

External patients and providers

Physical, Mental Demands/Working Environment

Note: Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.

Development Support Specialist Job Description continued

General Activity	Number of Hours				
	None X	1-2	2-4	4-6	6-8
Drive	X				
Sit				X	
Stand		X			
Walk		X			
Motion	Up to 1/3 of shift		1/3 or more of shift		
	Bend				
	Squat				
	Crawl				
	Climb				
	Reach	X			
	Lift	X			
	Carry	X			
	Push	X			
	Pull	X			
	Twist				
Turn					
Use of Hands and Feet	Gross Motor Function		Precise Motor Function		
	Right Hand	X			
	Left Hand	X			
	Right Foot	X			
Left Foot	X				
Weight Lifted/Force Exerted	Up to 1/3 of shift		1/3 or more of shift		
	Up to 10 pounds				
	Up to 25 pounds	X			
	Up to 50 Pounds				
	Up to 100 pounds				
More than 100 pounds					
Body Fluid Exposure	No <u>XX</u>		Yes		
Mental Demands	YES		YES		
	Attention Span	X	Memory	X	
	Concentration	X	Patience	X	
	Conceptualization	X	Problem Solving	X	
Influence People	X	Relate to Others	X		
Working Environment	YES		YES		
	Indoor	X	Loud Noise	X	
	Outdoor		Fumes		
	High Temperatures		Confined Areas	X	
Low Temperatures		Radiation Area			

List any other physical requirements: [type here]

Disclaimer

NAME OF HOSPITAL GOES HERE does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, physical or mental disability, or veteran status.

The above job description is intended to describe the general nature and level of work being performed by people assigned to this job. The list is not intended to be an all-exhaustive list of responsibilities and duties required and may include other duties as assigned.

I have read the above position and understand the provisions and intent thereof. I agree that I shall perform said duties to the fullest intent to the mutual interest of the hospital and myself.

Employee-Print Name and Date _____

Employee Signature _____

Supervisor-Print Name and Date _____

Supervisor Signature _____