

CENLA FEDERAL CREDIT UNION

Job Description

TITLE: Information Systems Specialist

CLASSIFICATION: Exempt

DEPARTMENT: Information Technology

REPORTS TO: CEO/Management

General Summary

Coordinate information system (IS) projects with management, users, members and vendors. Serve as a project leader, with overall responsibility for project implementation. Oversee all information systems-related activities for specific client departments. Support internal clients with continual analysis of systems with focus on adding value to or streamlining processes. Install, upgrade, maintain computer hardware/software and peripheral equipment, research, plan, and implement new technologies to improve member access and staff efficiency.

Job Specifications

These characteristics are normally acquired through completion of a high school education plus completion of a bachelor's degree in Computer Information Systems or at least five years of experience in a related field required.

Physical requirement

Must be able to lift approximately 50 lbs.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.