Lead Application Specialist
Downtown Chancery
1700 San Jacinto Street

Summary

The Lead application specialist is a self-starter, able to take on and lead projects with minimal input and works well with team members from within the IS department to support deployment, maintaining, and upgrading the various applications required by users and departments. The Lead application specialist works closely with users from different departments to determine their needs and is responsible for overseeing their technical support, requirements, and needs. Good organizational and communication skills are necessary to maintain working relationships with users and vendors' support teams. Candidates must understand and accept the level of confidentiality associated with this position. This is a full time, benefits eligible position without remote work possibility. A practicing Catholic in good standing with the Church preferred.

Knowledge, Skills, Abilities
• Analyze, maintain, and support data integrity and meet business requirements.
• Knowledge on Micrsoff office 365 products as well as admin responsibilities.
• Provide expert-level end-user support and troubleshooting for application and system-related issues.
• Develop comprehensive system documentation, including functional specifications, process maps, and training manuals.
• Lead projects aimed at process automation, and server reporting solutions.
• Collaborate with stakeholders to define system requirements and streamline workflows for improved efficiency.
• Utilize programming and automation tools, such as PowerShell, and Power Automate, to deliver innovative solutions.
• Manage and maintain database systems, including SQL Server.

Education and Experience:
• Bachelor's degree in Computer Information Systems, Computer Science or a related field.
• 3+ years of experience in business systems analysis or application support roles.
• Strong technical skills, including proficiency in SQL Server, PowerShell, and SharePoint.
• Certifications in Microsoft in office 365.
• Proven experience leading projects and delivering impactful system solutions.
• Excellent communication and documentation skills.

Suitable candidates should submit a cover letter, resume, and anticipated salary expectation* via email to resume@archgh.org Please place **Lead Application Specialist** on the subject line.

*Applicants who do not provide anticipated salary expectation may not be considered for review.