

MDEQ JOB ANNOUNCEMENT



The Human Resources Office is accepting applications for the following job vacancy in the Office of Pollution Control.

Position: Program Specialist IV
PIN: 5512
Starting Salary: \$50,142.61
Location: Air Division – Air Program Support Branch

Minimum Qualifications:

Typically requires a Bachelor's degree and 4-7 years of experience.

Primary Functions:

1. Researches, makes recommendations, integrates, and provides assistance to end-users regarding new technology (IT and Business Systems)
2. Works with functional area experts to understand needs and assist in the development of applications and/or products (e.g. Ensite reports, databases, etc.)
3. Tests application systems (e.g. Ensite)
4. Works with the IT Division on technical requests and related information
5. Assists in maintaining Air Division databases and electronic reports
6. Maintains Air Division website
7. Completes batch word processing requests in EnSite for staff
8. Maintains business and IT software and equipment and coordinates purchases of new equipment
9. Maintains up-to-date IT related SOPs
10. Provides other necessary technical support to staff