



**Second Baptist Church
Applications Support Specialist**

Department: Technology Ministry

Supervisor: Senior Applications Support Specialist

Position Description: Responsible for working as a liaison between the end user community and the IT staff with regards to all applications. Primary responsibility is to work closely with staff to generate custom reports and facilitate data collection and reporting using available software applications. Other responsibilities include review, analyze and assist with the integration and implementation of applications on the network. This position is onsite during regular church business hours, 8:30 AM to 5:00 PM at the Woodway Campus location.

Specific Responsibilities:

- Create and deploy customized reports using Crystal Reports and Microsoft SQL Reporting Services. This includes creating reports and sub-reports (linked and unlinked), linking tables, and creating selection parameters.
- Assist staff in process reengineering, evaluating current data flows, mail merges, and making improvements to existing database and reporting functions.
- Identify and recommend improvements in data processing, reporting, and ministry processes.
- Write SQL scripts to map data between databases or to update existing databases.
- Manage small to medium size projects from planning, requirements gathering, documenting, implementation, training and support.
- Provide 2nd tier support to Help Desk.
- Assist and attend various church activities such as Vacation Bible School, Special Events, staff-wide projects and tasks.

Technical Skills:

- 3 to 5 Years Experience with Crystal Reports (Version 8.5 or Later) including:
 - Creation of Formulas and Selection Parameters
 - Creation Sub Reports and Views
 - Table Linking
 - Creating Presentation Quality Reports
- 3 to 5 Years experience in software support (in-house or as a consultant) for SQL Server based accounting and/or database applications software
- 3 to 5 Years Experience with Databases (Access or SQL)
- Proficient Use of MS Excel
- Working knowledge of SQL Server Version 2005 including knowledge of Transact SQL queries and scripts, views and stored procedures
- Creation of SQL databases, tables and views

People Skills:

- Humble
- People Oriented
- Self-Motivated, Team Player
- Solution Oriented
- Excellent Communication Skills: Good Listener; Document and Verify

About Second Baptist Church, Houston, TX

Second Baptist Church is one church in five locations serving the spiritual and physical needs of the greater Houston area since 1927. Under the leadership of its fifth and current pastor, Dr. Ed Young, the church has grown from 2,000 members to over 45,000 members with an average weekend attendance of over 24,000. The staff and leadership of Second Baptist believe that church should be fun and exciting, yet without compromising the truth of God's Word, the Bible. Second is a Christian evangelical church—a church whose primary purpose is to share the good news of Jesus Christ. To learn more about Second Baptist, [click here](#), or visit www.second.org.

About the Technology Ministry of Second Baptist Church

The Technology Ministry is a department of Second Baptist Church. It exists to equip the staff and members of Second Baptist Church (all locations) to be efficient and effective in the fulfillment of the Great Commission of Jesus Christ by providing relevant and strategic information, technological tools, technical support, and training. In our service to the body of Christ, we seek to be positive, humble, approachable, responsive, and solution oriented.

For more information, please contact: David Drinnon; ddrinnon@second.org | 713-365-6050