



MLS Technical Specialist

Shape the future of real estate in Austin.

ABoR is one of the most innovative REALTOR® associations in the industry, serving one of the fastest-growing areas in the country. We're not a "clock-in, clock-out" place to work: our family of team members have fun, hustle hard, and are committed to fostering the most engaged and professional REALTORS® in the nation. Join our team and be a part of the coolest real estate association around.

The MLS Solutions Teams at ABoR is looking for an **MLS Technical Specialist** to work closely with the Deputy Director of MLS Services to deliver technical expertise that maximizes the value of our MLS solutions and data services to customers of Unlock MLS.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Plan, develop, and implement assigned projects and tasks. These projects may include vendor review process, product implementations, end user support, and training.
- Assess and determine hardware, software or system functional specifications utilizing systems analysis techniques and procedures, including consulting with end users and third parties.
- Work closely with application vendor providers to ensure timely resolution of all technology related problems.
- Assists in the development of programming and other standards; maintains a high level of technical expertise.
- Develops specifications for systems corrections, enhancements, and development projects.
- Analyze and diagram MLS data flow and processes.
- Identify inefficiencies and work with product vendors to remediate.
- Prepare specifications for internal and external developers.
- Perform quality analysis to maintain data integrity and system performance.
- Develop collaborative relationships with vendors, suppliers and staff.
- Provide leadership that guides peers and subordinates.
- Address systems issues and troubleshooting as they occur with internal and external personnel. This includes 24x7 support for the assigned systems, applications, and projects.
- Provide MLS department services. This will include but is not limited to providing product support services, providing MLS rules and general policy information, supporting content licensing programs, and promoting products and services to members, staff, and third-party vendors.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in computer science, information technology, or related field from four-year college or university; and at least one to two years related experience and/or training; or equivalent combination of education and experience.
- Knowledge of Microsoft Office Suite, Excel, RESTful API knowledge, SSO protocols, and the ability to learn specialized software abilities.
- Ability to communicate with clarity and organization through email and verbally.

Preferred Qualifications:

- Technology related certificates and courses.

Supervisory Responsibilities:

N/A

Posting Notices:

- ABoR is an equal opportunity employer and will not discriminate on the basis of an individual's race, color, disability, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, age, marital status, veteran status, or any other personal characteristic protected by law.
- This position does not qualify for visa sponsorship.

ABoR Benefits:

Full-time ABoR employees enjoy a benefits package that includes:

- Health, vision, and dental coverage effective on the first day of the month after your start date
- Eligibility for 401(k) plan, HSA, and flexible spending accounts subject to plan terms.
- Eligibility for company-paid benefits such as life insurance, short- and long-term disability and long-term care, subject to applicable waiting periods.
- Company-paid holidays and two floater days.
- Paid sick and vacation time earned on an accrual basis.
- ADP Work-life Benefits Resources, including Employee Assistance Program (EAP).
- LinkedIn Learning subscription.