



Job Description

JOB TITLE: Manager, Systems & Programming

PAY GRADE: CS 19

LAST REVISED: June 2007

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under administrative direction of the Chief Technical Director, directs, manages, supervises and coordinates systems analysis/programming functions for the District; coordinates District administrative information systems including the maintenance and enhancement of applications; and coordinates assigned activities with other divisions and departments.

REPRESENTATIVE DUTIES - *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assumes management responsibility for assigned systems analysis/programming functions for the District including the maintenance and enhancement of applications.
2. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates, and reviews the work plan for systems analyst and programming staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
5. Selects, trains, motivates, and evaluates systems analyst and programming personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
6. Oversees and participates in the development and administration of the annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
7. Confers with support staff regarding application systems analyses and planning; coordinates implementation of application software; communicates with users to determine immediate and future needs; develops and presents plans to users and District managers; evaluates programming requests from District staff and assigns to appropriate staff member for completion.
8. Oversees development of functional specifications and Requests For Proposals (RFPs); consults and coordinates with staff to acquire District hardware, software and computer supplies.
9. Assures timeliness, completeness and accuracy of administrative information systems and/or computer programs developed by departmental staff; manages systems implementation and integration; reviews, prepares and approves system or program specifications for administrative application software.



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10. Coordinates systems design, development and implementation tasks among departmental staff; writes computer programs, using languages such as Structured Query Language (SQL), Common Business-Oriented Language (COBOL), Visual Basic, and Java; evaluates and modifies existing programs to meet new system requirements.
11. Prioritizes projects using established criteria; evaluates project alternatives, determines time and cost estimates, assigns optimal resources for projects and develops project timelines; monitors progress of projects, modifying resources and/or timelines as necessary and appropriate; prevents or resolves project problems; performs post-implementation evaluation of projects.
12. Coordinates upgrades to database software; assures accuracy of data in District databases; assures timely and accurate submission of data to external agencies and organizations required by state and federal laws; monitors and troubleshoots database performance.
13. Assures users have adequate computer access to perform the duties of their position; provides training to users on the operation and features of the administrative information system; facilitates business process analyses to assist users in the optimum operation of administration information systems.
14. Assures the security of District host computer systems, programs and data , including network links and Internet links; establishes and enforces systems security measures and procedures.
15. Serves as the liaison for systems analysis and programming operations with other divisions and departments; negotiates and resolves sensitive and controversial issues.
16. Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
17. Provides responsible staff assistance to the Associate Vice President, Student Services; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to information systems analysis programs, policies, and procedures as appropriate.
18. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of information technology, systems analysis and programming; incorporates new developments as appropriate.
19. Performs related duties as required.

QUALIFICATIONS - *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Knowledge of:

- Operational characteristics, services and activities of an information systems analysis and programming function.
- Operational characteristics of electronic data processing systems.
- Principles and practices of systems analysis, design, development, implementation and maintenance.
- Principles and practices of program development and administration.
- Methods and techniques of project management.
- Methods of management information systems development and project control.
- Systems and programming management techniques.
- Principles and practices of database management.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.



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Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Oversee and participate in the management of a comprehensive systems analysis program.

Oversee, direct and coordinate the work of lower level staff.

Select, supervise, train and evaluate staff.

Participate in the development and administration of goals, objectives, and procedures.

Prepare and administer large program budgets.

Prepare clear and concise administrative and financial reports.

Perform systems analysis, design, development and implementation functions.

Design database management systems.

Develop effective system maintenance procedures.

Prepare clear and concise reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods and techniques.

Interpret and apply federal, state, and local policies, laws, and regulations.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in management information systems, computer science or a related field.

Experience:

Five years of increasingly responsible systems analysis and programming experience including two years of administrative and supervisory responsibility.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT - *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.