

Director, Applications Development

FLSA Status: Exempt

Pay Grade: 31

Job Title ID: 19101

Job Series/Job Family: Information Technology Series / Applications Family

Reports To

Associate Vice President, Information Technology

Job Purpose

To plan, direct, evaluate, and implement applications development projects related to administrative systems such as student systems, human resources, and financial systems, as well as other College-wide applications.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Directs the planning, budgeting, and operations of the Applications Development department.
2. Coordinates project initiation, prioritization, and information technology resource allocation.
3. Provides technical leadership for administrative systems.
4. Serves as a technical resource to departments regarding information technology needs.
5. Advises and consults with other departments on production software issues, concerns, problems, and questions.
6. Provides oversight and serves as an interface to executive management for large, campus-wide administrative system upgrades.
7. Evaluates programming techniques and training needs then selects and implements training as required.
8. Recommends selection of, trains or directs training of, supervisors and coordinators, and evaluates performance of professional staff.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Current principles and practices of information technology and applications development in an education environment.
- Computer languages, technologies, and protocols.
- Strategic planning, budgeting, and operations within an information technology department.
- Project initiation, prioritization, and information technology allocation processes.
- Management and implementation of organization-wide administrative software projects.
- Systems analysis, database design, and program design
- Programming techniques and associated training needs identification and implementation
- Supervisory principles, practices, and methods.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.

- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Providing technical leadership for administrative systems.
- Effectively managing applications development projects related to administrative systems including Student Systems, Human Resources and Finance, as well as other organization-wide applications.
- Interfacing with executive management regarding large administrative systems upgrades.
- Consulting and advising departments in relation to software issues and concerns.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Effectively supervising, leading, and delegating tasks and authority.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications, query and control languages, programming languages, and database systems.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is primarily performed in a standard office environment

Work Experience

Required

- Four years work experience in information technology, including one year of supervisory work experience.

Preferred

- Datatel/Colleague work experience, complex web application work experience within a higher education environment, and/or work experience with database management systems.

Education

Required

- Bachelor's degree in information technology, computer science, computer information systems, management information systems, or related field with 25 hours of programming courses.

Preferred

- Master's degree in related field.

Other

Preferred

- Knowledge of major administrative or educational software applications, such as finance, human resources, or student systems.

Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.