

TITLE	CLASSIFICATION	SALARY RANGE
Director, Systems and Programming	Management Team Classified Supervisor	26

SCOPE OF POSITION:

Under the direction of the Senior Director, Information Technology, organize and direct the programming, implementation and support of the Student Information Systems (SIS), District business systems, and web development support for the District; train, supervise and evaluate the performance of assigned staff.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Organize and direct the programming, implementation and support of the SIS, District business systems including Human Resources, Payroll, Purchasing, and other assigned systems, and web development support; provide SIS support to Monterey Peninsula College.
2. Develop, maintain, analyze and enhance computer systems to fulfill student and business information systems needs; modify existing programs to improve reporting and record maintenance; implement changes and additions of policies and procedures related to assigned activities; ensure system access for users; monitor and resolve software-related issues.
3. Collaborate with users and the Senior Director in determining status of projects and defining priorities; assign projects to staff and intervene as necessary to ensure project quality and timeliness.
4. Facilitate the computerized collection, management, manipulation and distribution of data used for analysis; respond to document, report and data requests or issues from faculty, staff and external agencies; assist with compiling information from various computer systems.
5. Provide technical support to users on assigned information systems; ensure proper operation of assigned software applications; serve as liaison to provide proper technical support.
6. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
7. Provide technical expertise, information and assistance to the Senior Director regarding assigned functions; assist in the formulation and development of policies, procedures and programs; provide technical advice to appropriate administrators regarding decisions or needs related to upgrading, replacing or purchasing new software
8. Direct the preparation and maintenance of narrative and statistical reports and records related to personnel and assigned activities.
9. Develop and prepare the Information Technology budgets; analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations.
10. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information.

KNOWLEDGE OF:

1. Management of the SIS and business systems utilized by the District.
2. Data processing principles and practices.
3. Web site development tools, techniques and programs.

KNOWLEDGE OF - Continued:

4. Database and client/server technologies.
5. 4th Generation programming languages and system design methodologies.
6. Computer LAN/WAN networks, hardware and operating systems utilized by the District.
7. Budget preparation and control.
8. Oral and written communication skills.
9. Principles and practices of administration, supervision and training.
10. Applicable laws, codes, regulations, policies and procedures.
11. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Train and provide technical support to personnel in the operation of information systems.
2. Train, supervise and evaluate the performance of assigned staff.
3. Communicate effectively both orally and in writing.
4. Interpret, apply and explain rules, regulations, policies and procedures.
5. Establish and maintain cooperative and effective working relationships with others.
6. Analyze situations accurately and adopt an effective course of action.
7. Meet schedules and time lines.
8. Work independently with little direction.
9. Plan and organize work.
10. Operation of a computer and assigned software.
11. Direct the maintenance of a variety of reports, records and files related to assigned activities.
12. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Bachelor's in information systems or related field.

EXPERIENCE:

Increasingly responsible experience providing technical support for information systems, systems analysis/programming, or systems administration.