

**TITLE: Director, Systems and Programming**

**CLASSIFICATION: Management Team – Classified Supervisor**

**SALARY RANGE: 27**

**SCOPE OF POSITION:**

Under the direction of the Senior Director, Information Technology, organize and oversee the programming, implementation and support of the Enterprise Resource Planner and student information system, District business systems, systems administration, web development and online accessibility support for the District

**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. Direct the programming, implementation and support of the SIS, District business systems including Human Resources, Payroll, Purchasing, and other assigned systems, systems administration, web development support, and online accessibility.;
2. Oversee the development, maintenance, enhancement, and implementation of computer information systems to support business processes and objectives; analyze business needs and user requirements to determine necessary system improvements and enhancements.
3. Collaborate with users and the Senior Director to assess project status of and define priorities; assign projects to staff and ensure quality and timely completion.
4. Oversee data collection, analysis, and distribution for reporting and decision-making; respond to document, report, and data requests from faculty, staff, and external agencies.
5. Provide technical support for assigned information systems, ensuring security and data integrity; coordinate with departments to identify system requirements and resolve issues.
6. Supervise and evaluate the performance of assigned staff; including interviewing and selecting employees; develop, monitor and assess staffing needs, provide timely feedback and evaluations, participate in hiring onboarding, and corrective and disciplinary processes as needed.
7. Provide technical expertise and recommendations to the Senior Director regarding assigned functions; assist in the formulation and development of policies, procedures and technology needs, including system upgrades and new software acquisitions;
8. Oversee the preparation and maintenance of reports and records related to personnel and assigned activities.
9. Oversees assigned budget; monitors financial data; authorizes expenditures in accordance with established policies and procedures; ensures fiscal accountability; identifies resources and establishes a basis for accountability on behalf of the Human Resources department.
10. Communicate with faculty, staff, students and external organizations to coordinate activities resolve issues and share information.

**KNOWLEDGE OF:**

1. Enterprise Resource Planning and business systems.
2. Data processing principles and practices.
3. Web site development tools, techniques and programs.

**KNOWLEDGE OF – Continued**

4. Database and client/server technologies.
5. System design methodologies.
6. LAN/WAN networks, hardware and operating systems.
7. Computer server architecture
8. Windows, and Linux server environments.
9. VMWare and Hyper-V virtualization.
10. Budget preparation and management.
11. Oral and written communication skills.
12. Principles and practices of administration, supervision and training.
13. Applicable laws, codes, regulations, policies and procedures.
14. Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

1. Train and provide technical support to personnel in the operation of information systems.
2. 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.

**MINIMUM 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 Human Resources, 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, or systems administration, and management of one or more technical teams.