

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Manager, Web and Data Architect

Unit: Management

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Job Code: C3407
Original Date: 03/2023
Last Revision: 07/2023
Staff Type: Classified
FLSA status: Exempt
Salary Range: 4

DEFINITION

Under the general direction of the Assistant Director of Information Technology or assigned manager, the Manager, Web and Data Architect manages, supervises, and administers daily operations for multiple cloud-based environments, web applications, data systems, and programming projects. Key administrative duties include aligning web and data systems architecture with districtwide information technology needs, planning and managing projects, and overseeing system operations and maintenance to ensure effective, efficient, and equitable system performance and services for the District's diverse communities.

EXAMPLES OF DUTIES

1. Lead the administration, organization, and operation of the District's web and data systems architecture to optimize performance and accessibility within a broad framework of policies, procedures, laws, regulations, strategic objectives, and the District's mission.
2. Design and execute the data architecture, encompassing data modeling, integration, and security.
3. Monitor industry trends, best practices, and advancements in web and data architecture and emerging technologies, recommend changes as needed to maintain the organization's technology systems performance, accessibility, and security.
4. Collaborate with developers, system administrators, and diverse user groups to implement and sustain the web and data architecture.
5. Develop, implement, and maintain documentation protocols and recordkeeping of the web and data architecture, including diagrams, data dictionaries, and other relevant documents.
6. Plan, design, implement, and manage multiple information systems projects effectively, efficiently, and equitably, including prioritizing and scheduling work, documenting and communicating progress, and coordinating with diverse user groups.
7. Design and coordinate systems and data architectures related to web applications and establish and maintain an institutional data modeling technique and ongoing data model for an Enterprise Data Warehouse system.
8. Research and recommend procurement and execution of contracts for new on-premises and cloud-based software and systems prioritizing performance, accessibility, and equitable service for diverse communities.
9. Recommend, implement, and maintain standards for web-based applications, security, business continuity plans, data governance, and business terms definitions.
10. Identify, analyze, and recommend action to address computing needs and issues and install and upgrade institutional software.
11. Implement appropriate measures to ensure database security, maintain database integrity, and coordinate database activities with the Technical Services team and Database Administrators.
12. Establish and maintain positive working relationships with vendors, contractors, and external agencies for technical support and computer partnership agreements.

13. Plan, organize, direct, supervise and lead daily operations for web and data operations, including assigning job duties and work schedules, providing timely feedback on performance, conducting performance evaluations, assessing training and professional development needs for assigned staff and providing training opportunities, participate in hiring and onboarding new staff, and participate in corrective and disciplinary processes with assigned staff.
14. Participate proactively in assigned committees and special projects; cooperate, coordinate, and collaborate with stakeholders as appropriate to advance telecommunication strategic objectives and effective operations.
15. Utilize technology resources effectively to automate routine processes and procedures, improve efficiency of operations, and maintain currency with telecommunication operational standards; evaluate and recommend changes in technology resources to improve operations; collaborate proactively with technology services staff to make programming changes necessary to meet operational requirements; and ensure use of technology resources results in equitable services and outcomes for diverse communities.
16. Work collaboratively and professionally with faculty, staff, and other stakeholders from diverse academic, socioeconomic, cultural, disability, gender, and ethnic communities.
17. Demonstrate cultural humility, sensitivity, and equity-minded leadership in working with individuals from diverse communities; model inclusive behaviors; and achieve equity in outcomes.
18. Contribute positively to a culture of diversity, equity, and inclusion; take action to promote staff diversity; and create an inclusive environment in the IT Services department.
19. Perform related duties as assigned

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable federal and state laws, regulations, and programs.
- District organization, operations, mission, strategic objectives, policies, procedures, and rules.
- Effective communication methods, techniques, and modes with diverse stakeholders.
- Effective, efficient, and equitable professional and service-oriented office operations, procedures, and practices.
- Effective project management principles and practices.
- Effective web and data architecture operations within a diverse educational and professional environment.
- Fundamentals of data normalization, data modeling, structured systems analysis, machine learning and artificial intelligence, web design and systems development, and design and implementation of web applications and services in a diverse educational environment.
- Relational Database Management Systems; Relational Theory; Structured Query Languages (SQL); Extraction, Loading and Transformation (ETL) tools; Azure Cloud Environment; and related web and data architecture applications.

Skills and Abilities:

- Communicate effectively with diverse stakeholders, orally and in writing.
- Define issues, analyze problems, evaluate options, develop sound conclusions, and make appropriate recommendations in accordance with applicable laws, regulations, policies, procedures, and rules.
- Develop and implement effective web and data architecture systems.
- Establish and maintain effective working and professional relationships with individuals from diverse communities

Hire, onboard, train, evaluate, supervise, develop, and discipline assigned staff.
Learn from errors, determine appropriate corrective action, and prevent repeat occurrences.
Maintain accurate records and produce detailed, thorough, and accurate statistical analyses and reports.

Maintain appropriate professionalism in stressful situations.

Operate and effectively use office technologies and software applications, including general business platforms and technologies specific to telecommunication and telephone services.

Organize, assign, prioritize, and guide work activities of assigned staff and provide timely, effective feedback.

Provide training, professional development, and professional growth to assigned staff.

Training and Experience:

Any combination of training and experience equivalent to: a bachelor's degree from an accredited college or university in computer science, software engineering, computer information systems, mathematics, or a related field; seven years of relevant business experience including three years as a Programmer/Analyst, five years in database design, and three years of progressive leadership or supervisory experience.

Demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds of community college students and staff.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office. Normal, flexible work hours with some extended hours and weekends. Exposure to video display terminals and computer related noise levels.