

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Manager, Applications Development

Unit: Management

Page: 1 of 2
Job Code: C3408
Original Date: 05/2013
Last Revision: 05/2013
Staff Type: Classified
FLSA status: Exempt
Salary Range: 16

DEFINITION

Under the direction of the Assistant Director of Information Technology, plan, organize, direct and control multiple information systems programming projects and tasks; train, manage and evaluate staff.

EXAMPLE OF DUTIES

1. Plan, organize, schedule, direct and control the activities of multiple information systems projects and tasks assigned; prioritize and schedule staff work; monitor progress of the projects.
2. Assign analysts, technical staff and temporary staff to various projects; schedule projects and direct activities among analysts and technical personnel; review and ensure compliance with work objectives, policies and standards established in the planning process.
3. Prepare progress reports regarding activities of the analysts and technical personnel.
4. Consult with and advise the Director of Information Technology and administrative systems leadership on systems and project priorities.
5. Coordinate and integrate activities related to systems implementation and maintenance between and among user departments; realign project plan and specifications as necessary.
6. Establish and maintain compliance with standards and procedures relating to systems development and administration.
7. Ensure timely and successful completion of projects through effective utilization of staff and communicate project and work status with administrative systems leadership and end user departments as appropriate.
8. Identify and analyze computing needs, problems and issues; develop alternative solutions and recommend appropriate actions.
9. Develop and manage project plans for assigned projects; maintain timelines and priorities.
10. Implement and monitor work procedures to facilitate communications, resource tracking and standardization assignments to staff.
11. Direct the installation and upgrade of institutional software; research and review upgrade documentation.
12. Ensure database and system development standards are maintained and communicated.
13. Assist with database security and maintenance of database integrity.
14. Maintain relationships with computer vendors, contractors and external agencies for technical support and computer partnership agreements.
15. Train, supervise and evaluate the performance of assigned programming staff
16. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS**Knowledge:**

Client/server methodology.
Database methodology.
Design and delivery of computer systems and services in an educational environment.
Local and Wide Area Networking principles for effective use of applications and data.
Principles and practices of supervision, training and providing work direction to others.
Principles of project management.
Structured systems analysis methodology.
Various hardware and software operating systems for minicomputers and personal computers.
Various programming languages and structured programming techniques.

Skills and Abilities:

Analyze complex systems and network problems and provide solutions that maximize performance, effectiveness and efficiency.
Communicate effectively both orally and in writing.
Participate actively in the investigation and analysis of complex problems using interpersonal skills and technical knowledge to draft and propose effective solutions.
Participate effectively in the investigation, planning and design of systems and applications projects.
Supervise multiple activities simultaneously.
Supervise, evaluate and train assigned personnel.
Work effectively and in a professional manner with college staff.

Training and Experience:

Any combination equivalent to: Bachelor's Degree in Mathematics and Computer Science and five years of experience including three years Programmer Analyst experience.

WORKING CONDITIONS**Physical Requirements:**

Sitting and operating a keyboard to enter data into a computer terminal for extended periods of time; dexterity of hands and fingers to operate computers; peripheral and standard office equipment; hearing and speaking to exchange information; seeing to monitor project activities.

Environment:

Extended viewing of computer monitor. Work is performed primarily in an office environment and requires prolonged periods of sitting. Up to 15% of duties may be performed outside of normal business hours such as nights or weekends. Adequate vision is required to read and review documentation, data diagrams, and requests for service. Substantial telephone and in-person contact requires the ability to communicate effectively. Must be able to operate a computer and related equipment.