

CLASSIFICATION SPECIFICATION

Applications Director

FT/PT Class Code: 5114, 5614 Pay Grade: B/C 24 FLSA: Exempt Rev. 07/01/15

SUMMARY STATEMENT: An incumbent is responsible for overseeing and directing the administration of all college-wide applications at each campus location, including supervising campus managers for the applications function. An incumbent researches emerging technology trends as they relate to administrative systems. In addition, this position assists the Associate Vice President for Information and Instructional Technology in strategic planning and direction setting for college-wide applications and web services.

NATURE AND SCOPE:

An incumbent in this class reports directly to the Associate Vice President for Information and Instructional Technology and supervises staff at multiple campus locations. Principal contacts are with administrators, faculty, students, technical personnel at other campuses and other educational institutions, and vendors.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Directs and oversees the college-wide applications groups responsible for the Banner and related applications, as well as the web services team responsible for internal and external web application development. Collaborates with senior technology management to assure technological compatibility and compliance.
2. Works with Banner and other applications managers and lead technicians on organization, staffing, and development of strategic directions and projects.
3. Leads the evaluation process of upcoming Banner, web application or web service, and other related applications enhancements; determines fit and recommends approach for the Associate Vice President for Information and Instructional Technology and senior management.
4. Participates in senior technology management discussion and direction setting. Participates in the annual budget and financial planning process for technical assets and related projects.
5. Works with college senior management and the Associate Vice President for Information and Instructional Technology on technology needs and direction. Ensures all projects and support activities are executed on time and within budget.
6. Meets with College and campus management as required to identify and resolve issues and set campus technology direction with regard to applications use and web service implementation. Reviews existing applications and web services, defines and documents problems, issues, future needs, wants, and requirements to ensure the College is following and implementing best practices.
7. Serves as a member of the Division of Information and Instructional Technology (IIT) senior management team and provides input in the development of strategic directions for technology used by employees and students. Manages implementation of projects including: scope, deliverable, configuration, testing, and final production turnover.

PRINCIPAL ACCOUNTABILITIES, cont'd:

8. Represents the College in federally mandated United States Department of Education audits and exception report responses. Ensures compliance with auditor suggestions and directions.
9. Functions as the lead technology official in the absence of the Associate Vice President for Information and Instructional Technology as assigned.
10. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of industry trends in technology.
- ◇ Knowledge of applications technology and operation.
- ◇ Knowledge of Banner or other Higher Ed ERP application.
- ◇ Knowledge of on-line payment processing techniques and applications.
- ◇ Knowledge of applications infrastructure, equipment and trends.
- ◇ Knowledge of the theory, components, and configuration of a variety of LANs and WANs.
- ◇ Knowledge of the methods used in short- and long-term planning.
- ◇ Knowledge of the methods and procedures used in providing instruction.
- ◇ Knowledge of the methods used to acquire licensing agreements and the ways to curtail College copyright infringements.
- ◇ Knowledge of the techniques used in performing systems analysis.
- ◇ Knowledge of the concepts, methods, and techniques of supervision.
- ◇ Knowledge of the capabilities and limitations of telecommunication technology.
- ◇ Knowledge of the theory, components, and configuration of computers.
- ◇ Knowledge of programming languages, including the latest generation.
- ◇ Knowledge of State policies in purchasing.
- ◇ Knowledge of the Internet, including the World Wide Web, FTP, Telnet, and associated protocols and standards.
- ◇ Knowledge of various network hardware, topologies, and protocols.
- ◇ Knowledge of the concepts, components, and techniques of computer network encryption and security.
- ◇ Ability to diagnose hardware, software, and network problems, and to execute appropriate actions to correct these problems.
- ◇ Ability to write clear, concise, and informative reports.
- ◇ Ability to make prudent recommendations regarding the lease or purchase of computer hardware and software.
- ◇ Ability to communicate effectively in technical or layman's terminology with management, system users, and vendors.
- ◇ Ability to relate to and communicate effectively with a diverse population in a multicultural environment.

MINIMUM QUALIFICATIONS:

- ◇ Bachelor's degree in Computer Information Systems or other closely related technology field or other equivalent combination of education and experience.
- ◇ Minimum of two years of experience in managing technology related projects.
- ◇ Minimum of one year of supervisory experience.