

CLASSIFICATION SPECIFICATION

Learning Management System Administrator

FT/PT Class Code: 5104, 5604 Pay Grade: B/C 20 FLSA: Exempt Est. 07/01/18

SUMMARY STATEMENT: The incumbent is responsible for administrative . The incumbent will develop project plans and provide daily oversight and coordination for assigned projects related to: the Instructional Management System, portal system, content management system, online library databases, and single sign-on applications. In addition, the incumbent is responsible for maintaining the 24/7 availability of those systems.

NATURE AND SCOPE:

An incumbent in this class functions independently under the supervision of the Applications Director. Duties include: project planning, oversight and coordination of Collegewide information systems projects and personnel; and development and planning for a Collegewide educational systems budget in conjunction with the Applications Director.

PRINCIPAL ACCOUNTABILITIES:

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

1. Serves as a senior technical lead for a variety of educational systems projects as assigned by the Applications Director.
2. Manages and monitors the operation of the computer system hardware, operating software, the security of the data being processed and the accuracy and integrity of all data being stored within the computer system.
3. Supervises and evaluates technical project staff.
4. Researches, plans, prepares, and manages assigned information technology project budgets.
5. Coordinates the research, design, and development of educational applications which integrate with other online systems.
6. Establishes long and short-term goals, sets schedules, and prioritizes assigned tasks.
7. Remains current on new technology trends and evaluates their impact on network systems.
8. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of online portal, instructional management, and content management systems' implementation, processes, and procedures.

KNOWLEDGE, SKILLS, AND ABILITIES, cont'd:

- ◇ Knowledge of Blackboard Academic Suite of products and knowledge of SQL programming.
- ◇ Knowledge of the concepts, methods, and techniques of information resource management.
- ◇ Knowledge of the concepts, methods, and techniques of project management.
- ◇ Knowledge of database management systems, including relational databases.
- ◇ Knowledge of the equipment and procedures used in testing system performance, including response time and accuracy.
- ◇ Knowledge of the concepts, methods, and techniques of record keeping, report writing, and technical documentation.
- ◇ Knowledge of State of Delaware budgetary policies and procedures.
- ◇ Knowledge of College policies and procedures.
- ◇ Skill in systems and application programming, system analysis, and analysis of data processing problems.
- ◇ Ability to prioritize competing resources and to identify solutions to problems.
- ◇ Ability to plan and achieve short and long-term goals.
- ◇ Ability to communicate effectively both orally and in writing, with system users, management, and vendors.
- ◇ Ability to relate to and communicate effectively with a diverse population in a multicultural environment.

MINIMUM QUALIFICATIONS:

- ◇ Associate's degree in Information Technology, Instruction Technology or other closely related technology field or other equivalent combination of education and experience.
- ◇ Proficiency with learning management systems, synchronous learning applications, and comprehensive experience using a wide range of instructional technologies and software applications.
- ◇ Minimum of two (2) years of experience in managing educational technology related applications.