



Job Description

Job Title:	Director Web Systems and Integration	Grade:	O
Department:	Information Technology Services	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

A Knowledgeable Professional focusing in the functional areas of Programming and Systems Analysis as needed by the Information Technology Services Department in delivering service and support to clients. Under general supervision, codes and modifies moderately complex programs. Tests and debugs codes; maintains, and modifies moderately complex computer programs. Performs analysis and design of programs; Edits and approves user and application documentation for the use of new and revised systems, including operational documentation.

Characteristic Duties and Responsibilities:

1. Analyzes user requests to determine parameters of required program and if a new program must be created or if an existing program can be modified.
2. Designs, codes, tests, maintain, and documents moderately complex computer programs based on user requests.
3. Builds moderately complex user interface applications and back-end databases using mid-level skills in various web development tools, programming languages and scripting languages.
4. Authors moderately complex web pages and standard templates into which user content is loaded to generate dynamic web pages.
5. Analyzes and documents user information needs or business problems and assists in determining most effective/efficient programming solution. Assists/mentors less experienced programmers with this process.
6. Assists in analysis of existing software and hardware systems and procedures; recommends modifications or creations of computer programs and user procedures to best meet user's needs; makes recommendations regarding any needed changes.
7. Assists users and peers by solving problems and providing training in areas of expertise.
8. Prepares user and technical documentation for the implementation, support, and running of new and/or modified systems.
9. Provides unique data and reports as requested by users.
10. Manages the back-end development and architecture of web applications.
11. Manages the integration standards of third party applications.
12. Works with the web application development team, and other ITS teams as well as staff to establish, promote and support integration and back-end development standards.
13. Manages the development of application programmable interfaces (API) for applications
14. Maintains professional knowledge of current trends and developments in the field and applies pertinent new knowledge to performance of other responsibilities.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.



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- 15. Maintains a consistent, high quality, customer-focused approach when conducting business and providing services or products to clients, the general public and other external customers.
- 16. Interacts with all levels of state personnel in a way that promotes respect, encourages cooperation, and contributes to excellent performance.
- 17. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Reports to Executive Director of Information Technology
Direction Given: Direct Supervision of assigned staff

Minimum Requirements:

Associate’s Degree from a regionally accredited institution in Computer Programming, Computer Science or Information Technology related field and completion of 30 semester credits toward a Bachelor’s Degree; 2 to 4 years of related experience; a combination of at least 30 hours of completed college-level course work in computer programming or a closely related discipline and more than 5 years of experience in programming or database administration may substitute for the degree

Preferred Qualification:

Certification directly related to computer programming

Knowledge, Skills, Abilities and Worker Characteristics:

Depending on the operational needs of the department, knowledge in the following areas is needed:

- Administration, programming and support with regards to a Higher Education ERP system
- Administration of a higher education institution
- Datatel Colleague
- Skills in Envision, Java, Python, PHP, HTML, XML/XSLT, UNIX/Linux, Windows, Unibasic, MySQL, SQL Server, and UML

Working knowledge of complex programming languages, web tools, scripting languages, database design, and operating systems

Skills in requirements gathering, designing, prototyping, troubleshooting, and supporting users

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Ability to maintain effective working relationships with those contacted in the course of work
Ability to effectively manage time, and communicate clearly
Ability to maintain a customer focus in providing technology services

Working Conditions:

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently traveling between buildings on campus or to other campuses; infrequently twisting or bending at the waist or reaching overhead; frequently sitting at a desk or workstation using a computer display, keyboard, mouse and telephone; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; possible shift work and 24-hour on-call assignment; may work in construction areas requiring the use of safety equipment with limited exposure to hazardous materials, dust, fumes, electrical hazards, and outside usual ranges for temperature and humidity

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Feb 2013