Job Description

Job Title: Project Lead – Programming  
Department: Information Technology Services

Grade: O  
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 senior level position for a Knowledge 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. The Project Leader is responsible for orchestrating the detailed technical work of the project, including development and quality assurance. The Project Leader is responsible for developing and executing pertinent project plans. In addition, assures proper development and user's standards are met, including development, review, and update to the standards. The Project Leader would also have the responsibilities as a Programmer Analyst III as needed.

Characteristic Duties and Responsibilities:

1. Creates project plans for every major project detailing the expected level of effort and time required.
2. Executes project plans by properly communicating plan to the team and any other appropriate members including the Build Teams, and managing for desired results.
3. Provides leadership to the team in the success of meeting project goals. Responsibility includes delegation and review of work, and providing training when appropriate.
4. Creates detail specifications in accordance to the functional requirements when appropriate.
5. Contributes to the team mission, and be capable of promoting a team focus to other team members.
6. Accepts responsibility for completeness and final quality of own work and the work of the team.
7. Accepts responsibility for the overall quality of the product in their specific area of responsibility. This includes conducting code reviews when appropriate.
8. Provides proper communication, support and assist with any implementation of new features/services.
9. Researches new techniques in the development of applications, and be knowledgeable of current trends and strategies in software development.

Reporting Relationships:

Direction Received: Reports to Supervisor and/or Executive Director for Administrative Information Services
Direction Given: May coordinate and/or lead less experienced employees and student employees; functional direction for project team members

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.

January 2008
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Minimum Requirements:

Bachelor’s Degree from a regionally accredited institution in Computer Science or a field related to information technology and 4 years of related experience with a certification specifically in information technology; or an associate’s degree from an accredited institution in Computer Science or a field related to information technology, 6 years of related experience with a certification specifically in information technology, and 2 years of experience in project coordination or management

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/Linus, Windows, Unibasic, MySQL, SQL Server, and UML; project management tools
- Working knowledge of complex programming languages, web tools, scripting languages, database design, application/systems integration development (API) and operating systems
- Skills in project management, requirements gathering, designing, prototyping, troubleshooting, and supporting users
- 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 twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus or to other campuses; occasionally traveling out-of-town to attend meetings and conferences; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse; possible shift work and on-call assignment; may work in construction areas requiring use of safety equipment and exposure to hazardous materials, and uncomfortable physical environment

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