

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SYSTEMS AND PROGRAMMING SUPERVISOR

BASIC FUNCTION:

Under the direction of the Chief Technology Officer, plan, organize, direct, and control multiple information systems projects and tasks; train, supervise and evaluate assigned staff.

REPRESENTATIVE DUTIES:

Plan, organize, schedule, direct and control the activities of multiple information systems projects and tasks assigned; prioritize and schedule work; monitor progress of the projects.

Assign analysts, technical staff and temporary staff to various projects; schedule projects and direct activities; divide work among analysts and technical personnel; review and assure compliance with work objectives, policies and standards established in the planning process.

Prepare progress reports regarding activities of the analysts and technical personnel.

Consult with and advise the Chief Technology Officer or user community on systems and procedures priorities.

Coordinate and integrate activities related to systems implementation and maintenance across college units; realign project plan and specifications as necessary.

Establish standards and procedures relating to systems development and administration.

Assure timely and successful completion of projects through effective utilization of staff.

Train, supervise and evaluate the performance of assigned staff.

Assure compliance with departmental standards.

Identify and analyze College computing needs, problems or issues and develop alternative solutions and recommend appropriate actions.

Develop project plans for assigned projects.

Implement and monitor work procedures to facilitate communications, resource tracking and standardization of assignments to staff.

Direct the installation and upgrade of institutional software; research and review upgrade documentation.

Assure database and system development standards are maintained and communicated.

Define database security and help the user community maintain database integrity.

Maintain relationships with computer vendors, contractors and external agencies for technical support and computer partnership agreements.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

ABILITY TO:

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, evaluate and train assigned personnel.
Work effectively and in a professional manner with college staff.
Communicate effectively both orally and in writing.
Analyze complex systems and network problems and provide solutions that maximize performance, effectiveness and efficiency.
Supervise multiple activities simultaneously.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's Degree in Mathematics and Computer Science and five years experience including three years at the level of a Systems or Programmer Analyst.

WORKING CONDITIONS:

ENVIRONMENT: Indoor work environment.

PHYSICAL ABILITIES:

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.

HAZARDS:

Extended viewing of computer monitor.