GLENDALE COMMUNITY COLLEGE DISTRICT   **CLASS DESCRIPTION**

DIRECTOR, DEVELOPMENT & IMPLEMENTATION
OF ADMINISTRATIVE SYSTEMS

DEFINITION

Directs, plans and supervises administrative systems development ensuring that administrative needs of the college are met consistently and efficiently.

SUPERVISION

Moderate supervision is provided by Dean of Information and Technology Services (ITS).

EXAMPLES OF DUTIES

Oversees the planning, scheduling, assignment of staff, and management of administrative of systems development.

Directs, through project team supervisors, the activities of ERP project teams in the area of financial, human resources, and student information processing systems to meet project needs, priorities, and deadlines.

Defines the scope of projects, coordinates project schedules, and monitors performance.

Reviews feasibility studies conducted by staff and evaluates recommendations regarding requirements for new systems and enhancements to existing systems, and ensures that the system designs fits the needs of the users.

Coordinates the configuration and testing of functionality of ERP financial, human resources, and student systems modules from the development phase to production.

Interfaces with users to interpret and clarify complex configuration details and process change requirements involving ERP financial, human resources, and student systems modules.

Assesses and performs preliminary analysis for administrative systems development.

Hires, trains, supervises, and evaluates the performance of ITS administrative development staff and student assistants.

Advises college community on feasibility of projects.

EXAMPLES OF DUTIES (continued)

Oversees the evaluation, recommendations, and implementation of administrative software standards, upgrade procedures and maintenance activities to achieve the highest possible reliability and accessibility of computer systems.

Oversees the selection process for administrative hardware and software and manages procurements.

Oversees planning and coordinating application hardware and software installations.

Oversees the development and organization of college administrative information activities and systems, including state and federal reporting and internal management information.

Oversees specifications and designs for systems to be developed.

Manages contracts for enterprise wide-application software and related computer needs.

Provides overall technical guidance for development projects.

Provides technical expertise on overall enterprise-wide application systems.

Participates on ITS management team.

Assists the Dean of ITS in determining the primary mission and achieving the goals for ITS.

Performs related duties as assigned.

QUALIFICATIONS

Current methodology of software engineering, including but not limited to, systems design, architecture design, requirements development, high level and detailed design, quality assurance, testing, and validating.

Enterprise Resource Planning (ERP) human resources, financial, and student systems such as SAP, Peoplesoft, Oracle, Protocol, Banner, Datatel, etc.

Current technological architecture and tools.

Project management for software development.

QUALIFICATIONS (continued)

Current high level languages.

Organization, management, and trouble shooting of complex systems.

Customer support from a management level.

Management skills with policy and budget formation including preparation and administration of the annual budget.

Providing input on the creation and/or modification of Administrative Regulations and Board Policy.

Providing leadership for and managing technical and administrative staff.

Customer service protocol with a customer-service oriented priority.

Clear and concise communication, both orally and in writing.

Ability to establish and maintain cooperative and effective working relationships with members of the college community and with outside contacts.

Effective communication in a multi-cultural environment with faculty, staff and students.

EMPLOYMENT STANDARDS

Minimum Requirements:

Bachelor's Degree in Computer Science or Information Systems or a related field and 5 years of experience. Master's Degree is desired.

Special Requirements:

Stay current in changing technology by reading professional periodicals, related texts, and by attending seminars and classes.