

Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT	
Manager, Systems & Programming	Management Team Management	Range: 12.5	Days: 224

JOB DESCRIPTION:

Under direction, assists in providing support to instructional and administrative users throughout the campus; assigns, supervises and evaluates all systems and programming work; assists in planning, especially as regards systems and hardware; and does related work.

SCOPE:

The Manager, Systems & Programming manages all phases of SRJC computing services related projects. Includes the areas of: hardware/software selection, Programmer/Analyst assignments, documentation, and user liaison.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Works with users and the Director, Computing Services in defining priorities.
2. Assigns projects to programmers and programmer/analysts.
3. Monitors and intervenes as necessary to ensure project quality and timeliness.
4. Evaluates systems and programming staff.
5. Stays current in new hardware and software developments and makes appropriate recommendations for upgrades.
6. Assists the Director, Computing Services in supporting the California Community College Software Consortium.
7. Functions as the senior technical person in Computing Services and provides training to staff as appropriate.
8. Analyzes existing systems and writes various reports including feasibility, definition, design, and follow-up.

KNOWLEDGE OF:

1. Database Technologies.
2. CASE Tools.
3. 4th Generation Languages.

MANAGER, SYSTEMS & PROGRAMMING

4. System Design Methodologies.
5. Computer Networks.
6. Computer Hardware (Including PC's & Mac's).
7. Operating Systems (Including DOS & Windows).
8. Client/Server Technologies.

ABILITY TO:

1. Work with users to define requirements.
2. Prepare and/or supervise preparation of systems design documents.
3. Recommend hardware and software as necessary.
4. Supervise Programmer/Analyst in systems development.
5. Maintain systems.
6. Train users and technical staff as necessary.
7. Supervise technical staff and be able to work well with faculty and staff.
8. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

A Bachelor's Degree in Computer Science or related area is very desirable.

Experience:

Relevant technical experience including systems analysis, high level languages (including COBOL and 4GL'S), structured design and programming methodology, data bases, interactive systems development, microcomputers and networking.

SUPERVISION RECEIVED:

The Manager, Systems and Programming reports to the Director, Computing Services.

MANAGER, SYSTEMS & PROGRAMMING

SUPERVISION EXERCISED:

The Manager, Systems & Programming supervises assigned technical classified staff, STNC's and student employees.