

## POSITION DESCRIPTION

### Instructional and Administrative Systems Development Lead

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**Position** ..... Instructional and Administrative Systems Development Lead  
**Department/Site** ..... Technology and Computer Services  
**FLSA** ..... Non-Exempt  
**Evaluated by** ..... Chief Information Services Officer  
**Salary Range** ..... 53

#### **Summary**

Plans and directs instructional and administrative systems development ensuring that instructional and administrative needs of the college are met consistently and efficiently. Works under moderate supervision of the Chief Information Services Officer.

#### **Essential Duties and Responsibilities**

- Plans, schedules, assigns, monitors, and reviews instructional and administrative systems development.
- Assesses and performs preliminary analysis for instructional and administrative systems development.
- Trains instructional and administrative development staff and student assistants.
- Advises college community on feasibility of projects.
- Evaluates, recommends, and implements instructional and administrative software standards, upgrade procedures and maintenance activities to achieve the highest possible reliability and accessibility of computer systems.
- Provides technical leadership for overall instructional and administrative systems architecture including requirements analysis, data administration, systems design, programming, testing, and technical documentation.
- Evaluates instructional and administrative hardware and software, makes recommendations for purchases, and manages procurements.
- Participates in planning and coordinating application hardware and software installations.
- Oversees specifications and designs for systems to be developed.
- Consults with faculty and staff to design and develop interactive instructional and administrative materials based on recognized design principles.
- Oversees contracts for enterprise wide-application software, and related computer needs.
- Provides overall technical guidance for development projects.
- Provides technical expertise for questions regarding overall enterprise-wide application system.
- Participates on TeCS management team.
- Assists the Chief Information Services Officer in determining the primary mission and achieving the goals for TeCS.
- Performs related duties as assigned that support the overall objective of the position.

#### **Qualifications**

- **Knowledge and Skills**
  - Current methodology of software engineering methodology and principles, including but not limited to, systems design, architecture design, requirements development, high level and detailed design, quality assurance, testing, and validating.
  - In-depth knowledge of programming languages, database concepts, design and testing techniques, and related tools.

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- Advanced problem solving and analytical skills sufficient to resolve complex and unprecedented problems.
- Well-developed human relation skills to make formal presentations, facilitate small group processes, conduct training, provide technical support, and determine department needs or problems.
- **Abilities**
  - Must be able to perform all of the relevant duties of the position with only moderate direction from the Chief Information Services Officer.
  - Prioritize work in order to meet deadlines and maintain schedules.
  - Provide customer service protocol with a customer-service oriented priority.
  - Communicate technical and complex information to non-technical users.
  - Demonstrate effective communication in a multi-cultural environment with faculty, staff and students.
  - Discuss technical information with users, discern their needs and develop programs, systems, screens, etc., which meet those needs.
  - Establish and maintain cooperative and effective working relationships with members of the college community and with outside contacts.

#### **Physical Abilities**

- Incumbent must be able to function effectively indoors engaged in work of primarily a sedentary nature.
- Requires the ability to sit for extended periods of time to accomplish data entry and deskwork.
- Requires sufficient arm, hand, and finger dexterity in order to use a personal computer keyboard, multi-media presentation, and other office equipment.
- Requires normal hearing and speaking skills to communicate in one-on-one and small group settings and distinguish sound prompts from equipment.
- Requires visual acuity to read printed materials and computer screens.

#### **Education and Experience**

- A bachelor's degree in computer sciences or a related field, and two years of computer-related experience; or, in the absence of a bachelor's degree, an associate degree, or the completion of at least sixty (60) college-level semester units, and four years of computer-related experience; or in the absence of an associate degree, or the completion of at least sixty (60) college-level semester units, six years of computer-related experience.

#### **Licenses and Certificates**

- May require a valid driver's license.

#### **Working Conditions**

- Work is performed indoors where minimal safety considerations exist.