Applications Programming Supervisor

BASIC FUNCTION:

Under the direction of an assigned supervisor, plan, organize, and supervise the programming technical staff and computer applications functions for the student information (SIS), human resources (HRS) and financial reporting (FRS) systems; train, supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

1. Supervise programmers, temporary employees and vendors working on a variety of projects; determine priorities for programming tasks and schedule available resources; monitor projects and programmer performance; identify potential program or problem areas.

2. Oversee the computer applications functions including SIS, HRS and FRS.

3. Coordinate systems maintenance and software development for application systems including the development between systems; coordinate user requirements in terms of existing and projected computer capacity and capabilities.

4. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; counsel, discipline and terminate personnel according to established policies and procedures.

5. Communicate with and advise the Director on various programming issues; advise District and campus staff on programming issues.

6. Recommend, specify, acquire, install and configure equipment and programs for the colleges as necessary.

7. Assist in developing and preparing the annual preliminary budget for the department; control and authorize expenditures in accordance with established limitations.

8. Operate a computer terminal, associated peripheral devices, various software and hardware and related office equipment.

9. Prepare and maintain a variety of narrative and statistical reports, records, and files related to assigned activities and personnel.

10. Attend seminars, meetings and other activities as assigned.

11. Maintain current knowledge of equipment and programs for future implementation.

12. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Principles of database and project management, program planning, documentation and control.

2. Principles, methods and problems of operating an electronic data processing computer and peripheral equipment.
3. Analysis and design of systems and procedures.
4. Computer programming languages, utilities and applications used within the District.
5. Principles and practices of supervision and training.
7. Oral and written communication skills.
8. Interpersonal skills using tact, patience and courtesy.
10. Record-keeping techniques.

ABILITY TO:
1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty, and staff.
2. Plan, organize and supervise the programming technical staff and computer applications functions for SIS, HRS and FRS systems.
3. Evaluate, design, develop, and maintain applications systems.
4. Train, supervise and evaluate personnel.
5. Communicate effectively both orally and in writing.
6. Establish and maintain cooperative and effectively working relationships with others.
7. Interpret, apply and explain rules, regulations, policies and procedures.
8. Maintain records and prepare reports.
9. Analyze situations accurately and adopt an effective course of action.
10. Work independently with little direction.
11. Meet schedules and time lines.
12. Plan and organize work.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: Bachelor's degree in computer science, business administration, or related field, and five years of increasingly responsible data processing experience in analysis and design, database systems, programming or related experience, two of which must be in a supervisory capacity.

WORKING CONDITIONS:
ENVIRONMENT:
1. Office environment.

PHYSICAL ABILITIES:
1. Hearing and speaking to exchange information.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to view a computer monitor.
4. Sitting for extended periods of time.

DATE APPROVED: March 1, 1999
RANGE: 5-79
EEO-CATEGORY: H-30