Classification Description

Job Title: **Assistant Director, Application Development**

Pay Grade: **TD060**

Job Code: **T052**

FLSA Status: **Exempt**

Job Purpose

The Assistant Director of Application Development is a professional, specialized position primarily responsible for development of applications related to the enterprise applications and programming efforts College-wide. Responsibilities include developing applications, programming and oversight of departmental programming efforts. This position designs, develops and automates applications to support effective and efficient operations.

General Responsibilities

Essential Functions

Manages implementations, integrations, and on-going support for the application integration.

Manages the integrations between Banner and third-party applications and third-party enterprise systems.

Monitors the performance of the enterprise applications for efficiency, ensuring results satisfy the needs of the College.

Reviews application enhancements and upgrades, determines the impact on current operations, and advises accordingly.

Serves as a liaison between functional areas and Information Technology in developing new initiatives and maintaining/troubleshooting current systems.

Develops complex programming logic statements for selecting data from multiple data files; tests programs and implements applications and systems enhancements.

Creates database objects, procedures, functions and triggers on application related databases.

Designs, analyzes, codes, documents, reviews, and implements applications that support, enhance and integrate with the College-wide enterprise application suite.

Provides and oversees on-going support of enterprise and related applications, as well as functional and technical problem resolution.

Develops and reviews design specifications according to business requirements.

Programs and tracks progress of projects including performing thorough testing of systems to comply with quality assurance standards.

Collaborates with College leadership and appropriate staff to develop written Banner report specifications using the standard report documentation; serves as a technical expert to Information Technology in finding appropriate Banner or other applications data.

Collaborates and communicates effectively with other Information Technology areas for implementation, design, integration, diagnosis and resolution of system projects, problems and issues.

Prepares regular status reports which may include weekly, monthly, annual and special project status reporting.

Recommends, initiates and implements improvements to Information Technology operations and processes.

Oversees and reviews code changes and change control for programming staff.

Hires, supervises, trains, and evaluates assigned staff. Plans and conducts regular staff meetings. Ensures staff receive on-going, documented training on relevant areas of technology.

Due to the responsibilities of this position, the Assistant Director must provide and maintain cellular telephone and high-speed internet technology services, which allow immediate accessibility to the College through text and voice messages by cellular phone, and responds as directed.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education in Information Technology or related field.

Four (4) years of full-time professional work experience in a related technology role of which two (2) years are in a supervisory role. Appropriate combination of education and experience may be substituted.

Demonstrated experience using or managing Ellucian Banner applications, SQL scripting, and Microsoft Office applications.

SQL and Oracle Database experience.

Demonstrated experience in programming SQL statements.

Demonstrated experience in programming and use of other programming languages.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated experience using Crystal reports, Banner applications and/or Windows operating systems.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.

- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical:	Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.
Environmental:	Normal general office.
Mental:	Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: October 15, 2019. Revised: April 25, 2023, and October 24, 2023.