Office of Human Resources

POSITION DESCRIPTION

POSITION: Manager, Systems Development
(Enterprise Reporting - ARGOS)

LOCATION: Information Technology

REPORTS TO: Director, Management Information Systems

GRADE: PSA 15

WORK SCHEDULE: Non-Standard; 35 hours per week

SUPERVISES: Exercises supervision over non-classified, student, and hourly employees.

BASIC FUNCTION: Plan and manage the development, implementation, and support of college-wide enterprise reporting system (Argos). Design, maintain support and enhance a reporting infrastructure and information systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plan and manage the development, implementation, and support of a new college-wide enterprise reporting system (Argos), including but not limited to the analysis, design, and development of reporting standards, etc.

Develop and document data management and college-wide reporting protocols. Ensure that reporting requirements and established standards are adhered to by the college community.

Coordinate, consult, and collaborate with faculty and staff to continuously assess and enhance college-wide data management and data reporting methods.

Coordinate with the IT Department to ensure optimal use of ODS and Argos reporting (including but not limited to articulating additional ODS requirements, security, and system interfaces).

Troubleshoot application problems and failures and collaborate with functional users and vendors to find and implement resolutions.

Oversee the resolution of Argos system problems and work with IT and users to resolve issues.

In coordination with IT and users, evaluate new product versions and recommend upgrade schedules.

Supervise, train and review the performance of employees on this team.

Provide consultative technical guidance to colleagues.

Develop and modify technical documentation to support application maintenance and operations.

Evaluate the requirements of users, develop specifications to meet these requirements, develop or assign projects to staff as needed, and manage the status of all projects assigned.

Establish and manage college-wide Argos Reporting Team and coordinate user groups to effectively meet reporting needs of the institution.

In consultation with data custodians, develop efficient data blocks to be used for reporting within departments.

With the Director, design and implement a reporting infrastructure for the Information Technology department.

Design, develop, manage, and maintain established data extracts necessary to support the ongoing data requirements for institutional reporting.

Perform varied research and analysis tasks to support the college administration and process internal and external requests for institutional data.

Other related duties as required.

LICENSES, TOOLS AND EQUIPMENT:
Various office equipment which may include computers and peripheral devices, such as printers and scanners, etc. Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:
This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:
Bachelor's Degree in Computer Science, MIS, or a closely related field is required; or an Associate's Degree plus 9 years of significant programming and analysis experience is required.

A minimum of three (5) years' experience with relational databases with thorough competence in Oracle SQL, including Oracle Packages, PL/SQL, Procedures and Functions, and relational data models required.

A minimum of three (3) years' experience in a higher education environment required.

Experience with large scale, enterprise wide database applications is required; Ellucian Banner or Peoplesoft and Argos reporting is preferred.

Extensive internal consulting engaging with end users to solve functional problems required.

Significant experience with a report writing tool like Argos, Crystal Reports or Cognos preferred.

Knowledge of large data collection management, analysis, and reporting systems in higher education and demonstrated experience with the implementation of best practices using these systems is required.

Prior experience as a manager in a technical environment preferred.

Excellent communication, planning, and organizational skills; ability to lead cross-functional teams effectively; work effectively with people from varying degrees of technical ability; manage multiple short-term and long-term projects independently and simultaneously.

CCRI is an Equal Opportunity / Diversity Employer.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor

<div align="right">

INFOTECH501437.jd
6/2016

</div>