POSITION DESCRIPTION

setPosition: Manager, Systems Development (Finance and Human Resources)

LOCATION: Information Technology

REPORTS TO: Director, Management Information Systems

GRADE: 15

WORK SCHEDULE: Non-standard, 35 hours per week

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

BASIC FUNCTION:

Plan and manage the installation, maintenance, and support of all Finance and Human Resources systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plan and manage the installation, maintenance, and support of all Finance and Human Resources systems, including but not limited to all Banner Finance and Human Resources modules.

Supervise and review the performance of MIS staff working on all Finance and Human Resources systems projects.

Evaluate the requirements of Finance and Human Resources systems users, develop specifications to meet these requirements, assign projects to MIS staff and manage the status of all projects assigned.

Coordinate Finance and Human Resources systems projects with colleagues within the MIS group and with other information technology groups.

Oversee the resolution of Finance and Human Resources system problems and work with vendors to resolve issues.

Evaluate new product versions and recommend upgrade schedules.

Provide consultative technical and programming guidance to colleagues.

Recommend procedures for and assess programming, maintenance, naming, and
documentation standards.

Additional responsibilities as directed by the supervisor consistent with rank and position.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform the duties of the Lead Programmer/Analyst as needed

Respond to technical emergencies outside of normal working hours as needed.

Evaluate and recommend applications or ancillary systems related to Finance and Human Resources.

Keep up with changes in and maintain proficiency in skills related to relational database management systems, programming languages and techniques, PL/SQL programming, reporting and analysis tools and vendor supplied information systems for higher education.

**LICENSES, TOOLS AND EQUIPMENT:**

Computers and peripheral devices, such as printers and scanners.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

Bachelor’s Degree plus 5 years of significant experience with enterprise wide database applications or an Associates Degree plus 9 years of significant experience with enterprise wide systems is required; degree in Computer Science, MIS or a closely related field is preferred.

A minimum of 5 years of Oracle development experience using Oracle Forms and PL/SQL programming experience with large scale, enterprise wide database applications is required; in an SCT Banner and/or a higher education environment is preferred.

Demonstrated experience with Oracle RDBMS, Oracle Internet Application Server, Oracle PL/SQL, and Oracle Discoverer is required; HP TRU64 Unix, Unix Shell Scripts, and PERL is preferred.

Knowledge of Finance and Human Resources systems in higher education and demonstrated experience with the implementation of best practices using these systems is required.

Demonstrated capacity for self-directed learning is required.

Demonstrated ability to work effectively and collegially with colleagues is required.
Excellent analytical, organizational and communication skills are required.

Ability to work independently on multiple assignments and to work collaboratively within a team is required.

**CCRI is an Equal Opportunity / Diversity Employer.**

Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period. TTY: (401) 825-2313.

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.