



Position Title:	Group Manager	Job Code:	0366
Reports To:	Senior Group Manager	Job Group:	PEC
Department:	Information Technology	Salary Grade:	16
Prepared By/Date:	Carol Flynn/04-2007	FLSA Status:	Exempt
Approved By/Date:	Karl Herleman/07-2007		
Revised:	Jennifer C. Brito		

Summary:

The Group Manager reports to the Senior Group Manager and develops procedures for the solution of a variety of predefined educational problems or systems and plans and implements computations and processes necessary for computer solutions. Develops programming procedures to process complex systems with a high level of reliability, execution speed, and ease-of-use and acts as a technology resource for other programmers and programmer/analysts.

Essential Duties and Responsibilities:

- Supervises systems analysts and programmers while performing associated technical and managerial tasks.
- Determines clear, obtainable goals and objectives; creates effective policies and procedures.
- Analyzes, troubleshoots, and implements corrective measures to maintain an efficient data processing environment.
- Plans and implements computations and processes necessary for computer solutions.
- Reviews work with a systems analyst or group manager for compliance with specifications.
- Prepares charts, tables, and logic diagrams needed in problem analysis.
- Develops complete descriptions of all specifications required.
- Develops common operations, which can be reused.
- Advises appropriate personnel on the implications of new or revised systems.
- Participates in user consulting, systems analysis, general systems design, and detail systems design.
- Learns user functions, organization and role in the college to the extent required.
- Acts as a technology resource for other programmers and programmer/analysts.
- Perform related duties as required or deemed appropriate to accomplish the assigned duties and responsibilities of this position.

Knowledge, Skills and Abilities:

- Knowledge of computer programming applications or analysis activities.
- Knowledge of the current and developing information technology services requirements in a large educational institution.
- Knowledge of industry information technology and impact on processes.
- Knowledge and experience with software development and systems support.
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Strong analytical skills and attention to detail.
- Ability to do programming, debugging, data analysis and system analysis.
- Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments. Routine contact is required with IT managers and periodic contact is required with users.
- Ability to direct multi-department technical and administrative staff.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to read, analyze, and interpret general business periodicals, professional journals,

technical procedures, or governmental regulations.

- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to work in a multi-ethnic/multi-cultural environment.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must occasionally lift and/or move up to 25 pounds. The employee is frequently required to stand; walk; talk and hear; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor of Science (BS) from an accredited college/university in a related field of study such as Computer Science or Information Systems and six (6) years of progressive experience in computing and information technology with at least one (1) year of supervisory experience
- Proficiency in Microsoft Windows, Mac OS X, z/OS platforms.
- Must be proficient in procedural programming languages such as Natural, Net, Visual Basic, SQL, XML/HTML and overall understanding of server-based databases and applications.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name