



<b>Position Title:</b>	Senior Group Manager	<b>Job Code:</b>	0372-00E
<b>Reports To:</b>	Director Applications Development	<b>Job Group:</b>	PEC
<b>Department:</b>	Information Technology	<b>Salary Grade:</b>	17
<b>Prepared By/Date:</b>	Carol Flynn/04-2007	<b>FLSA Status:</b>	Exempt
<b>Approved By/Date:</b>	Karl Herelman/07-2007		
<b>Revised:</b>	Jennifer C. Brito/08-01-2009		

### **Summary:**

The Senior Group Manager is responsible for creating a data processing environment which ensures that the needs of Miami Dade College users are met through the implementation of systems meeting established requirements for efficient design. 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 group managers, 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 organizes workflow.
- Establishes appropriate record keeping system.
- Recruits and evaluates staff members; communicates and delegates work assignments.
- Performs 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, troubleshooting, and quantitative measurement skills.
- Strong written and oral communication skills.
- Strong cross group negotiation and management skills.
- Ability to train new or existing employees on department operational practices and procedures.
- Ability to carry out supervisory responsibilities in accordance with the College's policies and applicable laws, including: interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- 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:**

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

**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 eight (8) years of progressive experience in computing and information technology with at least three (3) years of supervisory experience.
- Must be proficient in procedural programming languages and the following languages are preferred: Visual Basic, Java, C#, HTML, 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.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name