



Position Title: Senior Group Manager
Reports To: Associate Vice Provost for Client Services
Department: Information Technology
Prepared By/Date: Carol Flynn/04-2007
Approved By/Date: Karl Herleman/07-2007
Revised: Jennifer Brito/05-8-2009

Job Code: 0372-00E
Job Group: PEC
Salary Grade: 17
FLSA Status: Exempt

Summary:

Responsible for supporting the User Services environments, which ensures that the needs of Miami Dade College users are met through the implementation of systems meeting established requirements for efficient design.

Essential Duties and Responsibilities:

- Supervises systems analyst and programmers while performing associated technical and managerial tasks.
- Determines clear, achievable goals and objectives; creates effective policies and procedures.
- Analyzes, troubleshoots, and implements corrective measures to maintain an efficient processing environment.
- Plans and organizes workflow.
- 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.
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of computer programming applications or analysis activities.
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Ability to supervise and train assigned staff including organizing, prioritizing and scheduling work assignments.
- Ability to direct multi-department technical and administrative staff.
- Ability to write reports, 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 generic 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 and multi-cultural environment with students, faculty and staff

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 quiet.

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 is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

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’s degree and eight (8) years of experience or Master’s degree and four (4) years of experience.
- Must possess proficiency in Microsoft Windows, Mac OS X, z/OS platforms.
- Extensive experience in Software AG products, specifically Natural, Natural Construct, and Adabas is required. Familiarity with existing hardware, network and operating system platforms e.g. MVS, CICS is also required. Knowledge of .Net, Visual Basic, SQL, XML/HTML is also required.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name