

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

MANAGER, ENTERPRISE APPLICATIONS & DEVELOPMENT

CMS Salary Range 31

BASIC FUNCTION:

Under the direction of the Executive Director of Information Technology, incumbent plans, designs and directs the implementation and operation of various District management information and database systems, ensuring system integrity and managing system security, data warehousing, client access, system maintenance and upgrades; interfaces with District personnel at all levels as required to develop services and systems to meet District and regulatory requirements; responds to and resolves queries related to District database systems; trains, supervises and evaluates assigned personnel.

REPRESENTATIVE DUTIES:

- Manages and directs assigned technical staff.
- Manages and supervises Oracle and Ellucian Banner systems & licensing.
- Monitors and maintains systems integrity including SIS systems including Banner and Banner Web.
- Plans, organizes, coordinates, and submits District's MIS data to Chancellor.
- Directs technical implementation and upgrades of Ellucian Banner database, associated programs, and procedures.
- Consults with and advises District personnel regarding information management, system capabilities, and applications; directs technical assistance services to District database system and MIS users.
- Coordinates the security of an Oracle client/server distributed environment.
- Oversees administration of user privileges and approvals including role and class security. Manages access to rules, tables, queries, and security of enterprise applications.
- Directs database maintenance and access to data via programs, queries, and Oracle forms as necessary.
- Participates in meetings related to assignments; attends staff and committee meetings; represents the District on related committees or commissions.
- Determines and recommends new applications and/or tools that will better serve the District; collaborates with leadership on purchase of new hardware and software, and ensures accuracy of technical specifications.
- Implements new systems including code to vendors for connectivity to Ellucian Banner.
- Designs and directs development and maintenance of system specific documentation; including backup and system management procedures.
- Actively collaborate with peers and leadership in Disaster Recovery and Business Resumption planning and testing.
- Assist users and technical staff when issues arise and assistance is required.
- Functions as backup DBA when need arises.
- Functions as a programmer/analyst writing code as necessary.
- Performs other related responsibilities as may be assigned.

EDUCATION AND EXPERIENCE: Bachelor's degree in computer science or computer information systems; plus a minimum of five years of increasingly responsible experience in programming or systems analysis and hands on experience with large relational database systems (preferably Oracle) and Unix; of which two years of experience in management and/or supervisory capacity.

KNOWLEDGE OF:

- Computer systems project management. System requirements analysis and documentation.
- Principles and techniques of complex systems analysis, database design/management.

- Principles of employee evaluation, staff development, employee relations, and concepts of progressive discipline.
- Data processing and technical documentation.
- Programming/scripting languages including: SQL (PL/SQL a definite plus), C or C++, Unix shell scripts.
- Work flow: analysis, techniques, and models.
- Records storage, handling techniques and regulatory requirements.
- Large relational database management.

ABILITY TO:

- Analyze administrative and data processing systems, identify problems and develop and direct effective solutions.
- Prepare work plans and time lines for projects and proposed systems.
- Manage system security resources in a client/server distributed environment.
- Direct the maintenance of Unix, Linux, MS Windows, and Oracle systems, as well as District database applications, including Ellucian Banner.
- Write and orally express difficult and complex concepts clearly and concisely. Communicate networking procedures and requirements to users.
- Interact with District personnel to address functional database and system service requirements.
- Establish and maintain cooperative working relationships with professional contacts.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Supervises and directs Database Administrator, Programmer Analysts, Technical Analyst and College Web Master.

CONTACTS: Co-workers, other departmental staff and administrators, state agencies, and vendors.

PHYSICAL EFFORT:

- Sitting for extended periods of time.
- Reaching in all directions
- Bending and twisting
- Lift and carry 25 pounds

WORKING CONDITIONS:

- Normal office environment.