



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Manager Information Technology Programming and Analytics
POSITION NO.	501445
LOCATION	Information Technology
REPORTS TO	Director of Management Information Systems
GRADE	PSA 14
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISES:	May exercise supervision over non-classified, student and hourly employees. Supervises project or task related assignments of Information Technology personnel performing duties within the MIS area.
REVISION DATE	03/07/2024

JOB SUMMARY:

Develop, maintain, support, and enhance the College's information systems.

DUTIES AND RESPONSIBILITIES:

- Provide primary support and consulting services for one or more complex systems (e.g. Banner Finance).
- Participate in projects that support the implementation of college wide information systems in collaboration with functional users.
- Establish specifications which are used to develop new applications or modify existing programs and job streams.
- Develop and modify applications, programs, scripts and job streams according to department standards.
- Troubleshoot application problems and failures and collaborate with functional users and vendors to find and implement resolutions.
- Consult with users to identify and analyze business needs and recommend new programs or changes to business practices to satisfy requirements.
- Develop and modify technical documentation to support application maintenance, operations and end-user training.
- Coordinate system interfaces with other IT colleagues.
- Additional responsibilities as directed by the supervisor consistent with rank and position.

OTHER DUTIES AND RESPONSIBILITIES:

- Perform all duties and responsibilities with minimal supervision.
- Respond to technical emergencies outside of normal working hours as needed.
- Keep up with changes in software development tools and techniques, programming languages, web development, 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.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree in Computer Science, MIS or a closely related field is required; or an Associates Degree plus 4 years of significant programming and analysis experience is required; or an Oracle Forms Developer Certified Professional credential plus 8 years of related programming and analysis experience is required.
- A minimum of 5 years of Oracle development experience using Oracle Forms and PLSQL is required; working on complex applications in a higher education environment is preferred.
- Demonstrated ability to communicate effectively with people of varying degrees of technical ability is required.

- Demonstrated ability to work effectively and collegially with colleagues is required.
- Demonstrated logical, analytical, and problem-solving skills are required.
- Demonstrated capacity for self-directed learning is required.
- Excellent organizational and communication skills are required.
- Ability to work independently on multiple assignments and to work collaboratively within a team is required.
- Application programming experience in an Alpha/Tru64 Unix environment, with Sungard HE Banner software (Finance, Financial Aid, Student or Human Resources) is preferred.
- Application development experience in COBOL, SQL Server, Cold Fusion, Pro-C, HTML, Oracle Discoverer, MS Excel and MS Access is preferred

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.