

The University of Texas at San Antonio

Job Description

Job Title: OIT Manager, Application Development and Support

Code: 17515

Salary Grade: 65

FLSA Status: Exempt

Department/Division: OIT Application Development Support

Reports To: Assistant Director, Application Development Support

Summary

- Function: To oversee the specification process and development and implementation of computing systems for administrative, student services office and faculty use.
- Scope: Direct and manage programming staff in the development, implementation and maintenance of these system

Duties

- Typical:
 1. Provide leadership and oversee the specification acquisition development and implementation of emerging technology solution for use by administrative, student service office and faculty.
 2. Provide for the training, directly and career development of assigned personnel.
 3. Provide effective communication and sustain positive customer relationships with all office and departments at UTSA
 4. Exercise independent judgment based on extensive technical or specialized knowledge and experience
 5. Delegates assignments and provide leadership and on the job supervision on assigned full-time and part-time personnel
 6. Design, develop, test, and maintain software application as needed.
 7. Establish and maintain departmental operational standards, procedures and programming conventions
 8. Ensures maximum effectiveness of all assigned work groups by maintaining a proper organizational structure. Recruiting, hiring, training, and promoting staff while identifying problem areas and providing quick resolution.
 9. Develops and refines short term/long term plans, policies and procedures and communicates to the university community
 10. Participates in technology-related activities for the University, State and community

11. Works closely with other OIT staff to advise and to provide direction regarding the delivery of IT services to the University
12. Aligns plans to project goals and objectives
13. Manage and report project status and progressive using the UTSA OIT methodology
14. Develop work plans and track project progress; including risk, issues and resources to deliver successfully
15. Assist with special project, as needed
16. Complies with all State and University Policies.
17. Other duties as assigned.

- Periodic:
 1. N/A

Education

Required	Preferred
Bachelor's degree from four year college or university within area of assigned responsibility.	Master's Degree from an accredited institution.
Technical experience may be substituted for a degree on a year for year basis.	PMP certification

Other Requirements

Required	Preferred
Must have ability to effectively manage personnel along with a demonstrated ability to effectively lead and manage successful implementations of emerging technologies (i.e. SIS, BI, mobile apps, PeopleSoft).	N/A
Demonstrated ability to manage large scale projects and scope to a successful conclusion using a methodology.	
Strong problem solving and troubleshooting skills and the ability to exercise mature judgment.	
Well-developed customer service skills and proven ability to develop and sustain productive customer relationships	

Experience

Required	Preferred
Five years of experience in programming, systems analysis, business requirements, state	N/A

audit and security requirements, and database principles including four years of management experience.	
Proven experience managing initiatives using generally accepted project management practices and process.	

Equipment

Required	Possible
Personal computer and standard office equipment.	N/A

Working Conditions

Usual	Special
While performing the duties of this job, Work is performed in an office environment with occasional work in a data processing environment.	The employee is occasionally required to stand or walk
While performing the duties of this job, the employee is regularly required to sit and talk or hear.	The employee must occasionally lift and move up to 40 pounds.

Supervision

Received	Given
Limited supervision from Assistant Director, Application Development and Support.	Direct supervision of assigned staff

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
