



DATE ISSUED: 10/10
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Director, Business Systems Integration

JOB SUMMARY

Directs the systems analysis, programming and project management activities of business applications systems and university database management systems. Leads system-wide initiatives to improve efficiency and effectiveness of university business processes in accordance with priorities and directions negotiated and discussed with various leadership groups. Recognizes and advances opportunities for the utilization of the university's information technology investments. Responsible for planning and implementation of technology initiatives. Supports systems and procedures for reporting of information resources and institutional data. Responsible for acquisitions management, technology budgeting and resources allocation. Responsible for information security, risk assessment, and disaster recovery. Work is performed under minimal supervision and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Associate Vice President, Instructional Support Services

Supervises: Integration Analyst I, Integration Analyst II, Senior Integration Analyst, Manager, Security & Disaster Recovery

PRIMARY DUTIES - May include, but not limited to the following:

Directs the systems analysis, programming and project management activities of business applications systems and university database management systems.
Leads system-wide initiatives to improve efficiency and effectiveness of university business processes in accordance with priorities and directions negotiated and discussed with various leadership groups.
Recognizes and advances opportunities for the utilization of the university's information technology investments.

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Reviews and approves all business systems development project requests, and coordinates schedules and related department activities.
Provides overall direction and guidance to assigned project team members.
Prepares activity and progress reports regarding all business systems areas.
Responsible for planning and implementation of technology initiatives.
Supports systems and procedures for reporting of information resources and institutional data.
Responsible for acquisitions management, technology budgeting and resources allocation.
Provides management for the development, testing and support of the institutional risk management program for business continuity, security and disaster recovery.
Assists and supports strategic planning for resource management.
Responsible for consultation with administrative and academic departments on design, application and implementation of new or re-designed systems.
Consults and assists other teams on projects and integration issues within Information Technology Services.
Serves as a liaison between the university and regulatory and governmental agencies, regional operation companies, regulated service providers, vendors and telecommunications organizations.
Required to work a flexible schedule, including nights, weekends and holidays.
Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Helps with requests/issues for departments not normally supported.
Supports the efforts of the TWU Information Security Officer.
Provides assistance to programming resources in other areas.
Performs other duties as requested.

EDUCATION

Bachelor's degree required. Additional job related experience/and/or education may substitute for the required education on a year-for-year basis.

EXPERIENCE

Seven years of job-related experience required.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Plans, directs, and evaluates a complex operation, using manpower, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise sound judgment based on an understanding of organizational policies and activities.

Excellent cross-platform programming ability (multi-language).

Excellent analysis and design of Oracle and MsSql databases.

Familiarity with IT best practices as they relate to software development.

Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

Knowledge of management methods and ability to provide administrative guidance and provide direct training and supervision as needed.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to communicate effectively-orally, by phone, in person, and in writing.

Strong motivation and work ethics.

Ability to use a personal computer and other office equipment.

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 occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. May be required to lift or move 25+ pounds.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel. Daily exposure to PCs and networks.

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SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.