



DATE ISSUED: 11/06
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Director, Enterprise Programming and Reporting

JOB SUMMARY

Provides leadership, direction and guidance for the implementation, maintenance, enhancement and improvement of the TWU Enterprise Resource Planning (ERP) Finance, Human Resource, Student and University database management systems, and the use of these systems and technologies within the business processes throughout TWU. 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, Information Technology Services

Supervises: Directs three supervisors of programming departments and/or has direct management responsibility for multiple programmers.

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

Directs the systems analysis, programming and project management activities of system-wide ERP core 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.

Reviews and approves all systems development project requests, and coordinates schedules and related departmental activities.

Provides overall direction and guidance to assigned project team members; supervises professional staff.

Prepares activity and progress reports regarding all systems analysis and programming areas.

Collaborates with other Information Technology management staff regarding enterprise and system-wide computer architecture, capacity, planning, security and usage.
Provides a significant level of input regarding hiring/termination decisions, performance management, salary increases and disciplinary actions and/or budget management.
Provides input in the administration of related budgets.
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

Minimum of seven years of directly job-related experience required.

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

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.
Ability to use a personal computer and other office equipment.
Strong motivation and work ethic.
May be required to work a flexible schedule, including nights, weekends and holidays.

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. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

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

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 day of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to the Management and 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 the 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:** _____

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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.