



DATE ISSUED: 03/07
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Manager, Technical Programming

JOB SUMMARY

Consults with users to identify current operating procedures and to clarify complex program objectives. Provides direct planning, development and operational oversight for advanced Information technology systems and is responsible for ensuring the successful integration of both administrative and academic systems by maintaining a standard of excellence in the evaluation, design, integration, analysis and project management for information technology systems supporting the mission of the University. Work is performed under supervision of the Director and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director or Manager of division

Supervises: May supervise employees as assigned

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

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 resource 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 information resource management.
Responsible for consultation with administrative and academic departments on design, applications and implementation of new or re-designed systems.
Consults and assists other teams on projects and integration issues within Information Technology.

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Serves as a liaison between the university and regulatory and governmental agencies, regional operation companies, regulated service providers, vendors and telecommunications organizations.

May be 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

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 job related work in computing and/or communications, education environment. Two years managing in a computing and/or communications department.

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

Knowledge

Modeling concepts

Software life cycle activities

Working knowledge of office practices and methods

Basic business principles and business and industry-specific terminology

Business case analysis

Costing, budgeting, risk and financial analysis

Quality assurance concepts and procedures

Skills Required

Managing without Authority

Mentoring

Preparing and administering performance reviews

Project management software tools (e.g., Microsoft Project)

Risk analysis

Methods for cost estimation and risk analysis

Prototyping procedures

Requirements gathering

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Case tools and integrated development systems
Code libraries including third party libraries
Compilers and interpreters
Configuration management methods
Debuggers and editors
Documentation systems and knowledge database
Profilers and logical analyzers
Source code control
A Specific development tool such as (e.g., Visual C++, Jbuilder, Xtreme programming, Rapid Application Development- RAD, RUP (Rational Unified Process))
Test system utilization
Creation of forms and reports
Data flow and data structure modeling
Database concepts including tables, data types, instances, fields, connection strings, and records
Relational, hierarchical and object oriented database architectures and structure
Stored procedures
Conflict Resolution
Financial Analysis
Leadership

Ability to

Plan, direct, and evaluate a complex operation, using manpower, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
Establish and maintain effective work relationships with students, faculty, staff, and the public.
Provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
Apply budgetary and fiscal planning techniques within financial constraints.
Organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
Integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
Communicate effectively -orally, by phone, in person, and in writing.
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

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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 indoors and in an office setting.. The noise level is usually low to moderate.

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.