



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: PSA
Date created or revised: 11/29/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Manager, Systems Development
Status: Full-time
Grade: 15
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Director, Management Information Services

PRIMARY PURPOSE:

Manage all application support personnel and systems and coordinate activities with other Management Information Services sections, other IT and user departments.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Supervise and review the performance of application support programmers.
- Assign projects and track project progress.
- Coordinate efforts of systems development area with other sections of MIS, other IT departments and user departments.
- Assess system needs of user community.
- Establish and maintain systems standards.
- Identify staffing needs.
- Evaluate systems development tools and application packages.
- Maintain proficiency in major languages and tools used in department.
- Perform duties and responsibilities of a Lead Programmer/Analyst.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Director.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's degree in CS, CIS, or closely related field.

Experience:

- A minimum of six years of experience with relational database technologies.
- Experience in the design, installation and maintenance of administrative computer systems, at least two years of this experience must be in a related supervisory capacity; or any combination of education and experience substantially equivalent.
- Competence in SQL and working knowledge of WindowsNT/2000 operating system platform.

Skills, Knowledge, and Abilities:

- Project management skills and ability to organize, manage, and assess support staff;
- Understanding of Microsoft NT/2000 Server; knowledge of Microsoft SQL Server; and competence in SQL, programming and related technology skills;
- Understanding of relational database design.
- Ability to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and others;
- Ability to communicate effectively (verbally and in writing) and possess strong interpersonal skills.

PREFERRED:

- Master's degree in CS, CIS or closely related field.
- Experience with the installation and maintenance of PeopleSoft ERP systems including the products used in its support (Tuxedo, SQR, Crystal Report, Application Engine, PS Query).
- Experience in higher education with PeopleSoft or other ERP system.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The college requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.