Supervisor, System Services

Job Code 00001119

General Description
Responsible for managing the development of systems and applications for the Student Affairs relational
database and for providing web-based application support.

Examples of Duties
Responsible for technology needs of the Student Affairs division.
Supervise and assist in development and maintenance of the web.
Design, develop, test and implement PC and web based applications and relational databases on an MS
SQL Server platform.
Data extraction, analysis and report generation.
Design, develop and test/implement, modify and train users on systems and programs.
Attend user meetings.
Approve, purchase and make recommendations for computer and related equipment.
Provide group training.
Perform other duties as assigned

Knowledge, Skills and Abilities
Knowledge of: institutional policies and procedures, rules and regulations, system software.

Skill in: Preparing documents and evaluations, in interacting courteously, in directing the work of others,
in establishing rapport with a variety of clients, in prioritizing workloads, work as a team member, analyzing data.

Ability to: Understand and interpret technical manuals, policies and procedures, perform intermediate
math, to understand and explain concepts, ideas and procedures, specifications, to communicate orally
and writing, to problem-solving and decision making, to operate a computer and related software, to
negotiate,

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education
that would likely produce the required knowledge, skills, and abilities.

Other Requirements