

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Management Information Systems Manager		<i>BOT Date:</i> Oct 1, 1996	
<i>Level:</i> F	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0601	<i>Adm. Rev:</i>

GENERAL DESCRIPTION

Manages and oversees the Management Information Systems function to meet the MIS needs of the College. Interacts with various internal and external department personnel regarding troubleshooting, training, data requests, etc. Maintains College courses with the Statewide Course Numbering System (SCNS) and online. Develops and implements student placement and follow-up studies. Retrieves accurate data regarding student enrollment, placement, graduates, course schedules, etc. and generates reports as requested.

KEY RESPONSIBILITIES

% OF TIME

1.*	Maintains college courses with the SCNS to include researching the SCNS files for new course numbers, course profiles, etc. Also maintains the online catalog for college credit, post-secondary adult vocational and non-credit courses.	25%
2.*	Interacts with various internal and external departments to include: conducting training for system users to enhance understanding of system capabilities and to provide hands-on use of the online system; and troubleshooting for users.	20%
3.*	Develops and implements student placement and follow-up studies to meet internal and state-mandated requirements; disseminates a placement and follow-up report.	15%
4.	Assists in the district coordination of the college credit and continuing education course schedule. Monitors the credit and non-credit schedules for potential problems, trends, and changes, and provides historical enrollment data for schedule preparation as requested.	25%
5.	Retrieves data and generates accurate information regarding student enrollment, completion and placement data relevant to degree(s) completed, etc. Interacts with other college departments to interpret system capabilities and to plan data requests.	15%
6.	Performs other similar and related duties as assigned.	

*Indicates an "essential" job function.

Position Title: MIS Manager	Class Code: E0601	Position Level: F
KEY JOB REQUIREMENTS		
<i>Formal Education:</i>	Bachelor's Degree required.	
<i>Work Experience:</i>	5 to 7 years prior related work experience required.	
<i>Planning:</i>	Plans events that will occur during the year and have some effect on the department's annual expenditures and/or revenues. The primary scope of planning activities in this position affects the entire college.	
<i>Impact on Budgets:</i>	Has a strong, but not controlling, voice in decisions in the budget; can authorize or recommend expenditures within an approved budget. Provides supportive advice, analysis or related services which may impact grants or revenues.	
<i>Impact of Decisions:</i>	Moderate responsibility for making recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals or activities of the assigned campus.	
<i>Complexity:</i>	Work is broad in scope covering one or more complicated areas. Policy, procedure or precedent are typically created by this position.	
<i>Decision Making:</i>	Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially, relevant guidelines.	
<i>Problem Solving:</i>	Problems are complex, varied and only mildly related to those seen before. A high degree of analytical ability and inductive thinking may be required to solve highly intricate, technically complex problems. Must be able to develop new and nonstandard approaches.	
<i>Communication with Others:</i>	Regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion. Occasionally requires personal contact with the public.	
<i>Supervision of Others:</i>	Responsible for orienting and training others and assigning and reviewing their work. May act in a "lead" or "senior" capacity over other positions performing essentially the same work. Nature of work supervised is primarily technically oriented or complex, includes additional administrative responsibilities, and requires a working knowledge of unit or department activities.	
<i>Job-Related Knowledge:</i>	Requires knowledge of theories and practices of a professional field, applied at the advanced level of a "seasoned" professional. Requires extensive knowledge of the professional discipline, working knowledge of related fields, and understands information in several unrelated professional disciplines.	
<i>Innovation/Creativity:</i>	Work requires developing imaginative and complex methods, procedures, products or systems. This is an important part of the job and results generally affect a campus within the College.	
<i>Working Conditions/ Physical Effort:</i>	Work is typically performed in an office, library, or computer room, and involves sitting at a desk or table with intermittent sitting, standing or stooping. Occasional lifting of 25 pounds or less.	