

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Director of Administrative Systems			<i>BOT Date:</i> December 15, 2004
<i>Level:</i> ADM06	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> A0608	<i>Adm. Rev.:</i>

GENERAL DESCRIPTION

Responsible for the security, integrity, programming, disaster recovery planning and management of all server systems and central data processing for the college. The position is responsible for all computing platforms and services.

	KEY RESPONSIBILITIES	% OF TIME
1.*	Manages all college-wide computing platforms, their security, back-up and the integrity of the data on these systems.	30%
2.*	Supervises, hires, and evaluates all system administrators, operations staff and programming staff.	20%
3.*	Designs and manages all aspects of the Computer Center operation including hardware, software, security, power and back-up of all administrative systems.	20%
4.*	Plans and implements the Computer Center disaster recovery plan and business continuance prior to, during and following all emergency situations.	10%
5.	Leads all development and design of the Datatel Colleague system including system updates including existing and new module implementation.	10%
6.	Coordinates all Datatel development with end users across the college.	5%
7.	Responsible for budget planning and management within the Administrative Computing unit.	5%
8.	Performs other similar and related duties as required.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
<i>Education:</i>	Bachelor's required (10 years experience) or Master's degree (7 years of experience).	
<i>Experience:</i>	Ten years (Bachelor's) or 7 years (Master's) of prior related work experience required.	
<i>Planning:</i>	Makes formal plans that exceed one year, but not three years beyond normal operational planning. The primary scope of planning activities in this position affects the entire college.	
<i>Impact of Actions:</i>	Has the major controlling/authorizing influence on decisions affecting the expense and revenues, where the impact of others is mainly advisory; has full authority to commit the work unit to a specific course of action.	
<i>Impact of Decisions:</i>	Major responsibility for making decisions and final recommendations which routinely affect the activities of a campus. Position duties may include responsibility for developing strategic plans for one or more campuses.	
<i>Complexity:</i>	Work is broad in scope covering one or more complicated areas. Policy, procedure, or precedent is typically created by this position.	
<i>Decision Making:</i>	Supervision is present to review established departmental and/or campus objectives. Independent judgment is required to recommend departmental or campus objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.	
<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>Communications with Others:</i>	Regular contacts with internal persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or the handling of difficult personal relationships. Regular external contacts to carry out organization programs and to explain specialized matters, requires continuing personal contact with the public.	
<i>Supervision of Others:</i>	Makes recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates. Nature of work supervised requires training and experience, a thorough knowledge of departmental or divisional activities, and an understanding of and appreciation for work conducted in other departments or campuses of HCC.	
<i>Job-Related Knowledge:</i>	Requires extensive knowledge in several professional disciplines and/or singular knowledge of a specialized advanced discipline. Able to integrate information from many diverse areas. Requires extensive theoretical or highest level of organizational and/or business knowledge to manage a major segment of HCC. Recognized expert in the field and consultative resource by other outside HCC.	
<i>Innovation/Creativity:</i>	Work requires the development of innovative methods, procedures, products or systems. This is a significant part of the job and results generally affect several campuses.	
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	