

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

<i>Class Title:</i> Director, Management Information Systems			<i>BOT Date:</i> Jun 20, 2001
<i>Level:</i> ADM07	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> A0703	<i>Adm. Rev:</i> Jul 21, 2004

### GENERAL DESCRIPTION

Responsible for integration of the Colleague administrative software system. Oversees data that translates into state reports and legislative budget decisions to include the student database, finance, personnel, and facilities. Provides leadership in the implementation of policy and procedures for maintenance and upkeep of data reporting, maintenance, campus interface and extraction for research.

KEY RESPONSIBILITIES		% OF TIME
1.*	Serves as liaison between the Office of Information Technology and Colleague module system administrators.	10%
2.*	Serves as resource for Colleague system modules.	15%
3.*	Coordinates input, maintenance and review of course catalog, course section and faculty files.	15%
4.*	Oversees course information and numbering data.	5%
5.*	Performs on-going application system analysis; provides assistance for extraction of ad-hoc data requests; and serves as a resource for system-related inquiries.	20%
6.*	Oversees data integrity process and procedures to ensure proper input, to include systematic data review to assure accuracy of state reports.	25%
7.	Supervises placement and follow-up for contact end reporting.	5%
8.	Develop, monitor and update project implementation plan to include coordination of testing, patches, functions and features, and new releases for student and related modules.	5%
9.	Performs other similar and related duties as required.	

\* Indicates an "essential" job function.

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<b>KEY JOB REQUIREMENTS</b>		
<i>Education:</i>	Master's Degree or more required.	
<i>Experience:</i>	Five to seven years of prior work related experience required.	
<i>Planning:</i>	Formal plans that exceed one year, but not three years beyond normal operational planning. Planning level is College-wide.	
<i>Budget Impact:</i>	Has major controlling/authorizing influence on decisions affecting the expense, where the impact of others is mainly advisory; has full authority to commit the work unit to a specific course of action. No impact on grant funds.	
<i>Impact of Decisions:</i>	The position has primary responsibility for the long-range future of HCC and affects operations beyond the scope of HCC, i.e., into the local jurisdiction.	
<i>Complexity:</i>	Work is broad in scope covering one or more complicated areas. Policy, procedure or precedent is typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.	
<i>Decision Making:</i>	Supervision is present to review established departmental objectives. Independent judgment is required to recommend departmental 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. Simply determining what the problem is requires major individual effort and/or consultation with others within the department or College. A high degree of analytical ability and inductive thinking may be required to solve technically complex problems.	
<i>Communications with Others:</i>	Requires regular contacts with internal persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions. Requires regular contact with outside agencies and the general public, supplying or seeking information on specialized matters.	
<i>Supervision of Others:</i>	Provides supervision for one or more functions within a department. Plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance. Nature of work supervised requires training and experience, a thorough knowledge of departmental activities, and an understanding of work conducted in other departments of HCC.	
<i>Job-Related Knowledge:</i>	Extensive knowledge in several professional disciplines and is 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 the College. May act in a consultative capacity using broadly recognized expertise.	
<i>Innovation/Creativity:</i>	Work requires the development/enhancement of innovative and complex methods, procedures, products, or systems. Results generally affect the College as a whole. May impact the overall competitive position of the College.	
<i>Working Conditions/Physical Effort:</i>	Office, library, computer room. Typically sitting at a desk or table. Intermittently sitting, standing, stooping.	

