

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

<i>Class Title:</i>	Applications Engineer	<i>BOT Date:</i> March 2, 2005
<i>Level:</i> E	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0505
<i>Adm. Rev:</i>		

### GENERAL DESCRIPTION

Senior technical position within the Information Technology division responsible for overall applications development, implementation, and maintenance of the Datatel Colleague ERP solution suite, portal technologies, data warehousing, and other department administrative software applications. Provides technical and project leadership supporting all administrative software and business process improvement projects, and assigned fiscal resources. Responsible for researching and evaluating new administrative information systems technologies appropriate for HCC and providing institution-wide strategic recommendations in further leveraging technology.

### KEY RESPONSIBILITIES

### % OF TIME

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1.*	Develops, implements, and maintains the Datatel Colleague ERP solution suite, portal technologies, data warehousing, and other administrative software applications.	35%
2.*	Oversees functional consulting services to HCC user departments.	25%
3.*	Develops, documents, and maintains applications-related change management processes ensuring efficient, reliable, and secure administrative applications.	15%
4.*	Assigns staff to specific project teams and assigns fiscal resources within a project budget in order to insure the development, implementation, and maintenance of administrative software applications.	15%
5.*	Independently researches, evaluates, and tests new technologies appropriate for HCC providing strategic recommendations for administrative information systems and applications.	10%
6.	Performs other similar and related duties as required.	

\* Indicates an "essential" job function.

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**KEY JOB REQUIREMENTS**

<b>Education:</b>	Bachelor's required (6 years experience) or Master's degree (4 years of experience).
<b>Experience:</b>	Six years (Bachelor's) or 4 years (Master's) of prior related work experience required.  Solid Datatel Colleague ERP software experience in one or more application modules. Web-based application development and consulting experience highly preferred.
<b>Planning:</b>	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.
<b>Impact of Budgets:</b>	Has the major controlling/authorizing influence on decisions affecting the expense for college-wide administrative applications. Has full authority to commit the work unit to a specific course of action and assign resources within the scope of a specific project.
<b>Impact of Decisions:</b>	Major responsibility for making decisions and final recommendations which routinely affect the activities of a campus. Position duties may include responsibility for developing strategic administrative technology plans affecting one or more campuses.
<b>Complexity:</b>	Work is non-standardized with a broad scope covering one or more complicated areas. Policy, procedure, or precedent is typically created by this position.
<b>Decision Making:</b>	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.
<b>Problem Solving:</b>	Problems are technically complex, varied and infrequently 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 to problem resolution.
<b>Communications with Others:</b>	Regular contact 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 including vendors for technology hardware, software, and services.
<b>Supervision of Others:</b>	Makes recommendations within the 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 assigned subordinates. Nature of work supervised requires training and experience, a thorough knowledge of departmental or divisional activities, and an in-depth understanding of and appreciation for work conducted in other departments or campuses of HCC.
<b>Job-Related Knowledge:</b>	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 technical and operational knowledge to manage a major segment technology base of HCC. Recognized internally as an expert in the field and consultative resource by others outside HCC.
<b>Innovation/ Creativity:</b>	Work requires the development of innovative methods, procedures, products, systems, processes and strategies. Many of the issues require unique creative approaches and solution strategies.
<b>Working Conditions/ Physical Effort:</b>	Work requires only a modest amount of physical exertion and/or physical strain. Has the potential to be a high stress work environment requiring 24/7/52 monitoring and attention to enterprise-wide applications during critical business cycles.