

## SYSTEMS AND PROGRAMMING DIRECTOR

### DEFINITION

Plans and directs the activities of staff involved in feasibility studies, systems analysis and design, and the development and maintenance of computer programs.

### TYPICAL DUTIES

Directs and is responsible for the:

- Conduct of feasibility studies and the analysis, design, coding, and implementation of diverse information system applications of varying degrees of complexity
- Review of systems requirements and modifications in order to achieve specified objectives within cost, time, and other limitations
- Review of feasibility studies, design of systems, and testing of programs to assure the quality of data output, and the development of methods to improve efficiency and productivity
- Scheduling of systems analysis and programming projects for new systems development, major modifications to existing systems, and maintenance of project controls
- Assignment of projects and personnel to systems and programming sections based on project evaluation and available staff
- Evaluation of technological advances related to computer systems
- Evaluation of personnel training needs, job performance evaluations, and hiring and promotion recommendations
- Budget preparation and control.

Confers with administrative and technical personnel, manufacturers' representatives, and others to obtain and provide information and advice regarding operational and equipment problems and possible applications of automated data-processing methods to information systems.  
Participates in the development and implementation of policies, procedures, and programs.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Systems and Programming Director supervises and coordinates the analysis, design, programming, and maintenance of information systems for a wide variety of applications to District administrative, business, and school operations.

The Deputy Director of IT, Customer Support assists in the management of this function and assumes responsibility for particularly complex or sensitive projects and continuing programs of the Branch.

The Director of IT, Infrastructure Project Management administers functions related to communication and low voltage infrastructure installation projects. The Deputy Director of IT, Infrastructure Project Management assists in the overall administration of communication and low voltage infrastructure installation projects and acts for the Director in case of absence.

The Systems Standards Manager supervises and participates in the planning, development, and implementation of systems standards, documentation, and related training activities.

## SUPERVISION

General direction is received from the Director, Information Technology Division, Deputy Director of IT, Customer Support or Deputy Director of IT, Infrastructure Project Management. General supervision is exercised over Systems Standards Managers and their subordinates.

## CLASS QUALIFICATIONS

### Knowledge of:

- Data processing operating systems, compilers, service and maintenance programs, and operating systems software
- Characteristics and capabilities of computing, data entry, data communications, and related equipment
- Principles and techniques used in systems analysis, design, and programming
- Information systems concepts, including characteristics of information processing systems
- Principles and practices of program documentation, including preparation of manuals
- Principles of organization, management, and work simplification
- Software systems, including stored program concepts, multi-programming techniques, use of job control language, and library routines
- Methods of project and process control, budgeting, and cost analysis and prediction
- Organization of the District
- Pertinent collective bargaining law and labor agreements in the District
- Concepts of progressive discipline
- Principles related to training and supervision of personnel

### Ability to:

- Plan, organize, control, and direct diversified data processing activities
- Analyze and interpret materials and problems involving rules, procedures, documentation, and related matters
- Apply knowledge of new data processing equipment and methods to effect improved planning
- Formulate and express ideas clearly and effectively in writing and orally
- Conduct and participate in meetings and conferences
- Maintain effective relationships with District personnel and representatives of manufacturers and other organizations
- Direct and evaluate staff training

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university, preferably with a major in business or public administration, computer science, or mathematics. An advanced degree in computer science or mathematics is desirable. Additional experience in supervising subordinate supervisors in data systems and analysis units may be substituted for the required education on a year-for-year basis provided that graduation from high school or evidence of equivalent educational proficiency is met.

### Experience:

Two years of experience in supervising and coordinating multiple units of systems and programming personnel in data systems analysis and design in a large-scale computing facility.

Special:

A valid California Driver License.  
Use of an automobile.

SPECIAL NOTES

1. Exempt from FLSA.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised  
06-09-14  
HL