

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2024**

**ASSISTANT DIRECTOR OF INFORMATION
SYSTEMS (E-Systems)**

FLSA STATUS: EXEMPT – PAY GRADE: 25 – P

GENERAL STATEMENT OF JOB

The Assistant Director of Information Systems serves as an advanced level technical leader supporting the College's applications/systems portfolio and related staff. This position leads a small team of developers and activities and architects, installs, maintains, and customizes system software required to support college wide utilization of information resources, and supports integration of the college ERP applications.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Supervises, designs, develops, maintains, integrates, and implements College web-based application systems, related schedules, and processes.

Analyzes requirements and applications for enhancing information provided to management; identifies and monitors the standards for computer technology; and analyzes capacity requirements. and recommends solutions. Develops, presents, and recommends concepts, alternatives, and solutions to satisfy customer application programming requirements.

Prepares functional and technical specifications for solutions to programming needs, and includes needs that are highly complex in nature.

Identifies emerging technologies to be incorporated into college use; assesses new computing technologies; and determines potential value for college.

Writes code, revises and adapts existing code, troubleshoots and resolves defects, and reworks code. Implements and enforces coding standards and best practices and ensures the delivery of high-quality software solutions.

Leads and inspires a team of .Net developers to deliver and manage high-quality solutions within specified timelines.

Oversees deployment processes and strategies, and collaborates with DevOps and Infrastructure teams, leveraging tools such as Octopus for efficient, reliable, and optimized deployment and smooth release of software solutions.

Participates in planning, development, and coordination of release plans and user training plans.

Partners with vendors to incorporate the latest technologies.

Supervises and evaluates assigned staff; provides mentorship and leadership to staff; completes annual performance reviews and semi-annual check-ins; conducts and manages hiring, training, and supervision of staff. Provides coaching and facilitates professional development opportunities.

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Ensures best practice utilization of college ERP applications in support of student success.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the Director of Information Systems.

SUPERVISION EXERCISED

Supervision is exercised over assigned technical staff, project teams, vendors, consultants, and other staff.

MINIMUM QUALIFICATIONS

Associate's degree from a regionally accredited institution supplemented by five (5) years of related experience.

PREFERRED QUALIFICATIONS

Bachelor's degree from a regionally accredited institution and five (5) years of related experience with .NET technologies, including C#, ASP.NET, and related frameworks; Azure DevOps for source control and version control; and Octopus for deployment management, preferably in higher education.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, brochures, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate effectively in standard English. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

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Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively with staff, students, co-workers and supervisors.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; to utilize college algebra and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in operating computers and modern office equipment and machinery.

Manual Dexterity: Requires the ability to handle a variety of computers and office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.

Effective: 2/14/24