COMPUTER APPLICATIONS ADMINISTRATOR

DEFINITION

Plans, organizes, coordinates, and directs the development and implementation of activities related to various non-SAP computer application systems.

TYPICAL DUTIES

Plans, organizes, directs, and coordinates a wide variety of activities related to computer application systems.

Directs, oversees, and coordinates the implementation of technical solutions to ensure alignment with the District's business strategy and requirements.

Establishes and recommends policy and procedure changes regarding District and vendor development and deployment, coding standards, and specification templates pertaining to the implementation and management of application systems.

Coordinates with the Release Management team regarding the build and deployment of reports and interfaces.

Formulates concepts for proposed and existing automation projects and makes recommendations on the designs, changes, and enhancements to improve the application system.

Coordinates and collaborates with the Project Management Office to provide performance metrics related to the scope, schedule, and quality of application projects.

Coordinates with the Organization Change Management (OCM) and subject matter experts regarding the impact to the schools' operational processes and procedures resulting from an application design and implementation.

Oversees and coordinates pre and post implementation application defect root cause analysis and resolutions.

Administers allocated budget resources and control expenditures.

Participates in vendor proposal evaluations and contract negotiations.

Makes presentations to various division heads and other stakeholders to explain proposed automation activities.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Computer Applications Administrator directs and coordinates the activities of staff involved in application management and support management for non-SAP applications.

A MiSiS Manager plans, defines, and develops MiSiS systems strategies and standards; coordinates, manages, and reviews the work of assigned MiSiS development, testing, or production support and project team engaged in analyzing and defining assigned MiSiS system functions, business processes, and user needs.

The Computer Applications Specialist formulates information system concepts based on departmental needs by recommending long-range developmental plans, preparing technical specifications, analyzing hardware and software requirements, supervising software development, and assisting users in the implementation of the system.

SUPERVISION

Receives administrative direction from a MiSiS Manager or a higher level administrator. Exercises general direction over Computer Application Specialists, Senior Technical Project Manager or other lower-level technical and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

Project management principles and methodologies
Application development life cycle
Database design and modeling
Coding and technical design standards and best practices
Principles and techniques for monitoring and analyzing operational and performance metrics
Characteristics, capabilities, and limitations of latest technology tools and software
Procurement policies and procedures
Personnel policies and procedures
Administrative organization of the District

Ability to:

Plan, schedule, and direct multiple overlapping projects and activities
Develop project plans and manage resources, priorities, cost, risks, and variances
Communicate effectively complex concepts in clear and concise manner to technical and non-technical stakeholders
Evaluate requirements and provide and present design recommendations
Think creatively in developing new procedures and methods
Work well with all levels of the organization
Resolve conflicts and promote cooperation
Develop and train resources

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably with a major in business administration, public administration, computer science, or a related field.

Experience:

Five years of experience in the development and implementation of computer application systems to automate functions in the area of student information systems, payroll, budget, finance, personnel, procurement, or facilities. Two years of the above experience must include implementation of a full application life-cycle. Supervisory experience is preferable.

Special:

A valid California Driver License.
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class

07-24-17
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