

University of Houston – Clear Lake

Position Description

Job Title: **Associate Director, Business Applications**

Job Code: **3949**

Pay Grade: **007** FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in Computer Science, Information Systems, a related field, or equivalent work experience.	
Experience	Three years experience leading/supervising the web and application development process in a team environment or in planning and implementing database, application software, and web sites.	Three years experience evaluating, planning, and implementing technology acquisitions in Higher Education environment. Three years experience in planning and implementing database, application software, and web sites. Three years experience leading/supervising the web and application development process in a team environment. One year experience in Oracle Portal development.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Supervises application development, web development and graphic design staff, including developers from the University's schools and departments involved in the development and maintenance of the university Web site. Oversees and coordinates the university Web presence to ensure design consistency and information accessibility. Evaluates and makes decisions regarding the design integrity of application concepts to ensure efficient application operations in coordination with the Database Administrator. Provides senior level software engineering expertise to Application Development Staff. Coordinates with the instructional development and media teams. Promotes the possibilities of e-commerce and business application needs.

Duties and responsibilities	% Time
Supervise and coordinates the efforts of application, web and graphic development staff.	30
Manage multiple projects and resources through the software development life cycle.	30
Coordinate with end-users to develop application and Web site requirements and customer needs.	10
Provide database, application design, information analysis and architecture design expertise.	10
Professional training to include attendance at seminars, organized classes, and one-on-one training with other team members. Assist with the development of user training materials.	10
Coordinate training course and related material to support the university Web presence and application delivery. Coordinate with the instructional and media teams regarding web course delivery and other media projects.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.