

JOB INFORMATION

Effective Date	1/20/2022
Job Code:	3949
Job Title:	Dir Database Operations, Applications and Analytics
Salary Grade/Structure:	080 - Admin-Professional
Career Level Name:	M4 - Senior Manager
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Information Technology
Job Family:	Application & DB Support
Job Summary	The Director of Database Operations, Applications and Analytics is responsible for the management of the application development support and maintain the systems for the University. The Director of Database Operations, Applications, and Analytics will also partner with other internal leaders to design and implement university-wide innovation initiatives. The position has the primary responsibility with application development, using developing databases as well but not limited to PeopleSoft software.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	in Business Administration, Computer Science, or related discipline.	Required	
Master's Degree	in Business Administration, Computer Science, Systems Engineering or related discipline.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	Experience in leading application development process in a team environment or in planning and implementing database, application software, and web sites, evaluating, planning, and implementing technology acquisitions in Higher Education. Experience in Oracle Portal development and/or Peoplesoft software. Experience leading/supervising application development process in a team environment as well as planning and implementing databases.	Required	or
Considerable	Management experience in a university or corporate database including; supporting end users, recommending and managing multi-media	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
	technology, coordinating software projects, experience developing manuals for a system catalog with application operations, experience designing and integrating support assessments, course development and business applications.		

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Must be able to analyze technology requirements and able to manage multiple tasks at one time.	Skilled
• Must have in-depth knowledge of the enterprise database toolset and architecture as well as knowledge of designing real-time web enabled application and change control requirements to manage a multi-tiered application development environment.	Skilled
• Must be able to gather technology requirements and develop project plans that include identification of resources, budget requirements, and schedule definition.	Skilled
• Knowledge of Web development and user interfaces.	Proficient
• Knowledge of the following languages: HTML version 4.0, JavaScript, CGI Scripts, CSS.	Proficient
• Knowledge of the following environments: UNIX, Windows NT and Macintosh operation systems.	Proficient

JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

Essential Functions

Essential Function	% TIME
• Supervise and coordinates the efforts of application development staff for the University of Houston-Clearlake.	20%
• 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 in addition to facilitating the accomplishments of the University and Institutional Strategic Objectives.	10%
• Work with the AVP of IT/CIO and other departmental directors to evaluate and manage the acquisition of telecommunications technology to meet university needs.	10%
• Manage multiple projects and resources through the software development life cycle.	15%
• Work with other UCT components to coordinate training courses and related materials to support application delivery while being able to develop and report all relevant metrics associated with the University and Institutes Strategic Plan.	20%
• Work with the university to provide database, application design, information analysis and architecture design expertise.	15%
• Work with Academic Computing to evaluate and manage the acquisition of technologies for the effective rollout of administrative desktop computers and classroom support.	5%
• Perform additional duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description
0%	