JOB DESCRIPTION

Associate Director of Application Development and Integration

Definition of Class
This is a supervisory position in which the incumbent assists with activities related to the development and integration of software applications used by the university. The position supports the director by developing project requirements, monitoring all aspects of the software development life cycle, and mentoring technical staff. Incumbent serves as Director when he/she is absent.

Examples of Work Performed
Assists in directing, coordinating, and administering the daily operations of the Application Development and Integration unit.

Assists in developing and implementing policies and procedures relating to the operations of the unit.

Supervises and delegates responsibilities to staff ensuring proper distribution of assignments for projects. Directs various personnel functions including, but not limited to, hiring, merit recommendations, promotions, transfers, and vacation schedules.

Provides leadership and expertise in the support of financial and academic applications.

Communicates with other universities in prioritizing future needs with vendors.

Participates in training and conferences for professional development.

Provides technical staff with opportunities for keeping their technical skills current and up to date. Provides learning opportunities for technical staff.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Assists in supervising, coordinating, and managing the daily operations of Enterprise Applications.

2. Maintains interface with external and internal clients.

3. Provides leadership and expertise in support of applications.

4. Assists with developing and implementing policies and procedures.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to
perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

**Vision:** Vision requirements for this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s Degree in Computer Science, MIS or related field from an accredited college or university.

AND

**Experience:**
Three (3) years of experience related to the above described duties.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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*The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer.”

The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.*