Systems Analyst Manager

Definition of Class
This is a supervisory position in which the incumbent performs duties associated with the management of the enterprise-wide applications for the University. The incumbent serves as project/team leader and manages designated projects. Incumbent coordinates broad application areas and provides technical leadership to the campus.

Examples of Work Performed
Evaluates computer systems and applications for their appropriateness/usefulness to the campus community.

Manages the activities of subordinate system analysts including, but not limited to, recommending hiring, promotions, and appointments, arranging work schedules, assigning projects, and reviewing work performed.

Provides technical assistance and supervises staff for major systems development.

Determines security needs for enterprise-wide computer systems.

Provides guidance and training to the technical staff on overall system integration.

Determines costs and benefits and evaluation of development of computerized systems and addresses project staffing needs for current development.

Recommends hardware and software solutions.

Establishes procedures for software application development.

Provides training for users.

Coordinates user authorizations.

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. Evaluates computer systems and manages new software development for enterprise-wide applications.

2. Provides technical direction to application analysts, database and design analysts and programmers and provide user training.

3. Recommends enterprise-wide hardware and software solutions.

4. Provides software support to the campus.
5. Oversee development and support of the university's ERP system.

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: Requirements of this job include close vision and color 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; talk or hear; and use hands to finger, handle or feel objects, tools, or controls. The incumbent is occasionally required to stand; walk; stoop, kneel, crouch or crawl; and reach with hands and arms.

Experience/Educational Requirements:

Education:
Bachelor's Degree from an accredited four-year college or university in Computer Science or related field.

AND

Experience:
Five (5) 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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