JOB DESCRIPTION

Manager of Systems Programming

Definition of Class
This is a highly technical, supervisory position in which the incumbent evaluates, recommends, installs, supports and maintains the administrative computing systems for the University. Incumbent provides a stable, effective computing environment for users of the computer system as well as advises users and management as necessary.

Examples of Work Performed
Coordinates the installation of computer hardware and software for Administrative Data Processing workers and clients: determines requirements; resolves dependencies; schedules and coordinates installation resources; tests installation; implements products and documents usage; and monitors product for installation problems.

Maintains systems for administrative data processing: evaluates performance of systems; applies maintenance to systems; diagnoses and repairs problems; documents changes made; obtains feedback from clients.

Evaluates proposed systems for compatibility and performance: determines function, ability and requirements needed; evaluates alternatives and determines compatibility with existing system; justifies changes or additions to system and evaluates system at reference sites.

Supervises subordinate technical personnel: trains, sets schedules, delegates and helps prioritize duties, and monitors performance of subordinate personnel. Ensure that subordinates have appropriate equipment and provides guidance as necessary.

Monitors computer systems daily to check for problems and determine configuration changes to increase performance. Diagnoses and corrects software and hardware problems as necessary.

Provides training to educate and inform computer users to use and exploit computer systems and products effectively. Schedules training sessions, provides instructional documentation, demonstrates products, answers questions concerning product usage and interfaces between clients and vendors.

Performs related or similar duties as required or assigned.

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. Coordinates installation of computer hardware and software for administrative data processing workers and clients.
2. Maintains computer systems for administrative data processing.
3. Evaluates proposed systems for compatibility and performance.
4. Supervises subordinates technical personnel.
5. Evaluates performance of computer systems.

6. Disseminates information and trains clients on new systems and upgrades.

**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 10 pounds.

**Vision:** Requirements of 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 regularly required to sit. The incumbent is frequently required to use hands to finger, handle or feel objects, tools, or controls. The incumbent is occasionally required to stand; walk; and reach with hands and arms.

**Experience/Educational Requirements:**

**Education:**
A bachelor's degree from an accredited 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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