***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Assistant Director, Applications Administration**

Job Family: Information Technology

Sub Family: IT - Applications Analysis

**Job Summary:**

Provides strategic direction and leadership for an assigned department/unit to progress, enhance, and guide the University to remain on the cutting edge of new technology in the area of applications systems administration, maintenance and development. Plans, develops and recommends applications that improve application systems efficiencies, as well as recommends automation processes for the existing manual processes. Enforces application systems policies and procedures, and has responsibility for the integrity and security of application systems. Collaborates with upper level administrators and other directors to ensure highly available/ quality service.

**Essential Functions:**

* Direct application systems administration, development, installation, maintenance, and upgrade for assigned departments, application working directly with users and vendors in addressing issues and enhancement requests.
* Coordinate campus IT teams and direct departmental staff to resolve system and programming issues for all applications utilized by the staff, including the upgrade application systems to support new applications.
* Directs the cost effective solutions and ensure existing resources (systems & people) are utilized to fullest extent for maximum benefits to the University. Oversees the procurement process and ensures established channels and processes are met.
* Assess practices to ensure the software system supports the efficient process of the department. Accountable for workable solutions and processes per assigned area of application and/or requirements.
* Design and develop business processes by applying knowledge of application in conjunction with understanding of department specific needs.
* Recommend upgrades to applications based on existing client needs, pending needs and available budget. Advise on new applications to be developed.
* Identify and resolve functional issues and risks respective to the implementation and ongoing support of the applications. Responsible for drafting new business processes and/or developing functional specifications for enhancements to the application systems.
* Design and configure changes against documented requirements for the application(s) and establishes guidelines. Ensure standardization of design is maintained. Ensure procedures are aligned with other campus IT systems and the University’s internal processes.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in Information Technology, Computer Science, Systems Administration, Computer Engineering or a related field.

Experience: Nine (9) years of experience in a functio l area that requires the use and support of specified application(s)

Supervisory: Three (3) years of direct supervision or responsibility for training, work coordination, and monitoring the work of others.

Licensure/Certification:

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E0780G

SOC Code: 151132 IPEDS: Computer

EEO6 Code: Professional State Code: 9749509

USM eCode: E40075 AAP Code: 3A