

**INFORMATION TECHNOLOGY  
APPLICATION SYSTEMS SUPERVISOR  
(Human Resources/Payroll/Finance Systems or Student Administration Systems)**

**DEFINITION**

The Application Systems Supervisor (HR/Payroll/Finance or Student Administration Systems) is a working supervisor with the responsibility to plan, supervise and participate in the activities and operation of the assigned application software development and support components of the IT Department; ensure timely and accurate problem solving, software enhancement, testing, change management, and client relations; assure compliance with District policies and principles of good IT practices; prepare internal and external documents and IT activity reports; supervise, train, and evaluate the performance of assigned personnel.

**TYPICAL DUTIES**

Plan, supervise and participate in the implementation and maintenance of software applications and support of clients in a multi-campus, centralized IT department; assure compliance with State Education Code, District Policy, and IT Department policy; implement software development & support procedures; monitor and supervise version upgrades and programming enhancements of online and batch reporting systems for the District-wide functional areas (Financial and HR/Payroll or Student Administration Systems); recommend changes in procedures as appropriate; respond to verbal, written, and electronic inquiries from clients regarding status of work, backlog, and issues; supervise, train, and evaluate assigned staff in the IT Application unit; establish unit goals according to guidelines; provide technical expertise to staff and other IT Department employees; resolve issues and coordinate activities; participate in interviewing and selecting new personnel; confer with College and District Office Departments to coordinate efforts and enhance automated systems and reporting capabilities; operate office equipment including micro/mainframe computers utilizing word processing and spread sheet software applications; perform related duties as assigned.

**QUALIFICATIONS**

**EDUCATION**

Bachelor's degree from an accredited institution in MIS, Computer Science, Business, or a related field.

**EXPERIENCE**

Four years increasingly responsible experience, including two years in a lead or supervisory capacity, in application software analysis, design, programming, testing, implementation, and customer relations.

**KNOWLEDGE OF**

IT application development methodologies, procedures, principles and practices; Education Code and other rules and regulations pertaining to IT activities and data confidentiality; District organization, operations, policies and objectives; interpersonal skills using tact, patience and courtesy; principles and practices of supervision and training; policies and objectives of assigned program and activities; oral and written communication skills; modern office practices, procedures, office machines, and computer equipment.

**ABILITY TO (ESSENTIAL FUNCTIONS)**

Perform the basic functions of the position; plan, supervise, and participate in activities and operation of a centralized IT department; supervise and coordinate department functions including client requirements, prioritizing, work load management, quality assurance, and configuration/change management; prepare clean, complete and concise IT reports; recommend District-wide processes and procedures for IT application software services; prepare, review, verify and process IT forms and documents; obtain verbal and written price quotations; purchase goods and services in compliance with specifications and financial constraints; expedite software upgrades and enhancements to facilitate user requirements; may prepare complex IT application technical specifications; meet schedules and timelines; evaluate product capability and cost effectiveness; establish and maintain cooperative and effective working relationships with others; select, train, supervise, and evaluate personnel.