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Developed by:.....  
Reviewed by:.....  
Approved by:.....  
Date:.....7/87

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE:                   Manager, Systems Development/NBC Computer Center  
DIVISION:               Academic Affairs  
REPORTS TO:             Director, NBC/Facilities  
GRADE:                  15  
SUPERVISES:             Administrative and technical staff

BASIC FUNCTION:

Responsible for the planning and management of computing activities in the NBC Computer Center for instruction and research.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administer PR1ME Computer Center at NBC Computer Center. Direct and manage the implementation of computing policies and services for the NBC Computer Center.

Assist in the development of computer utilization on the Bay Campus.

Prepare rates and an annual budget and report. Coordinate vendor activities of the department.

Evaluate and select hardware and software systems. Plan and direct the installation and use of these systems. Assess needs of user community.

Manage and select personnel supporting applications programming, systems programming, operations and user services at the NBC Computer Center. This includes establishing and enforcing standards and turnover procedures, assigning projects and tracking progress, reviewing performance of staff, planning staffing needs, recruiting, training, and developing staff.

OTHER DUTIES AND RESPONSIBILITIES:

Manage the design of large integrated data bases. Define programs and procedures and perform system testing. Evaluate system performance after implementation.

Maintain proficiency in major languages and tools used in the department.

QUALIFICATIONS:

Bachelor's degree required. Advanced degree in a scientific field preferred. Three or more years of management responsibility. Experience in several areas of computer support, such as operations, scientific applications, administrative programming, and user services. Experience in evaluation and selection of computer hardware and software. Must have a thorough knowledge of the hardware and software systems in use at the NBC Computer Center. Must have a thorough working knowledge of the state of the art in hardware and software systems, including mainframe, mini- and micro-computers. Must have a broad knowledge of computer-related scientific research applications. Must have the ability to read and comprehend highly technical computer-related material. Must be able to interact with the scientific community. This position requires that the incumbent possess the ability to communicate effectively orally and in writing. Must be able to organize, coordinate and supervise support staff. Must possess strong interpersonal skills. Incumbent must possess the ability to speak effectively before faculty and administrative staff members on assigned work and related subjects.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.