HARRISBURG AREA COMMUNITY COLLEGE
CLASSIFICATION DESCRIPTION

CLASSIFICATION DESCRIPTION TITLE: IT SYSTEMS DIRECTOR

<table>
<thead>
<tr>
<th>CLASSIFICATION SUMMARY:</th>
<th>FLSA STATUS: Exempt</th>
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<tbody>
<tr>
<td>Responsible for planning, adminstering, and overseeing the installation, maintenance, upgrade and operations of the college enterprise systems. Responsibilities include coordinating and leading project teams; developing and maintaining the Disaster Recover Plan; managing daily activities; participating in budget development and management; and ensuring effective delivery of customer service and support. Incumbents supervise professional and technical staff.</td>
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<thead>
<tr>
<th>TYPICAL CLASSIFICATION ESSENTIAL DUTIES:</th>
<th>Illustrative only – not inclusive of every task assigned to a position.</th>
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<tbody>
<tr>
<td>1.</td>
<td>Plans, coordinates, and oversees installation, maintenance, upgrades, and operations of college enterprise systems.</td>
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<td>2.</td>
<td>Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures, and maintains a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.</td>
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<td>3.</td>
<td>Manages and provides collaborative leadership for technical support areas; determines best methods for providing service and support through Help Desk.</td>
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<td>4.</td>
<td>Prepares, manages, and recommends changes to budget and project resources.</td>
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<td>5.</td>
<td>Develops, implements, and administers operating policies and procedures and monitors compliance.</td>
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<td>6.</td>
<td>Develops and maintains contingency and disaster recovery plans to ensure prompt restoration of critical applications, systems, and services.</td>
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<td>7.</td>
<td>Oversees the maintenance and upgrade all hardware and software systems.</td>
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<td>8.</td>
<td>Performs other duties as assigned.</td>
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TRAINING AND EXPERIENCE (positions in this class typically require):
Bachelor's Degree and five years experience in database or systems administration, programming, computer operating systems, or a related field, including supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSED REQUIREMENTS (positions in this class typically require):
- None Required.

KNOWLEDGE (position requirements at entry):
Knowledge of:
- Management and leadership principles;
- Budget administration principles;
- Program management principles;
- Computer language and programming concepts;
- Network server configuration and operation principles;
- Computer hardware configuration and components;
- Various software applications;
- Supervisory principles.

SKILLS (position requirements at entry):
Skill in:
- Supervising and evaluating employees;
- Prioritizing and assigning work;
- Using a computer and applicable software applications;
- Analyzing and developing policies and procedures;
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals;
- Analyzing, interpreting, and understanding technical and statistical information;
- Managing multiple projects and programs simultaneously;
- Maintaining and operating various networks;
- Performing data backup and disaster recovery;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL REQUIREMENTS:
Positions in this class typically require: fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
NOTE:
The above job classification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:
Date created: (08/08/2007)

____________________________________  ________________________
Signature of Employee                   Date

____________________________________  ________________________
Signature of Supervisor                  Date