



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 08/15
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Manager, Applications Development – Business and Web

JOB SUMMARY

This position is a **Business and Web** applications development manager position and is responsible for a combination of managerial, strategic and technical tasks. Preferred skills include experience with website development, project management, leading a team of developers and administrators, SharePoint, and SQL, Visual Basic, Classic ASP, .Net Framework, and C#. Responsibilities include direct planning, development and operational oversight and support for efforts to deliver web applications or software solutions and services by maintaining a standard of excellence in the evaluation, design, integration, analysis, and project management for information technology systems supporting the mission of the University. Work is performed under supervision of the Director, Enterprise Applications and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Enterprise Applications

Supervises: As assigned

ESSENTIAL DUTIES - May include, but not limited to the following:

- Manages complete software development lifecycle for web content management systems, document management systems, custom website development, and multiple third party departmental systems including gathering requirements, analysis, design, application/software development, testing, implementation, maintenance, user follow up, support and project management.
- Plans, prioritizes and manages the activities of web application developers, web administrators, SharePoint administrators, and application developers to provide administrative and technical direction in support of the University's business operations and to ensure efficient utilization of resources and completion of work to standards.

- Evaluates, recommends, tests, trains, documents, implements and plans for business and web application improvements, enhancements, new technologies, tools and methods while ensuring standardization and best practices.
- Consults with administrative and academic departments on design, applications and implementation of new and re-designed systems and to ensure that technology projects meet functional requirements, system compliance and interface specifications.
- Leads project work of varying complexity and priority. Actively participates in, or leads, workgroups and meetings at the department or University level.
- Reviews coding, reports, and other documents for accuracy, consistency, style, clarity and to ensure programming standards, development methodology and project management techniques are followed.
- Consults and assists other teams on projects and integration issues within the Office of Technology.
- Develops detailed end user training documents such as user guides, business process documentation, process flow charts and other training related material. Conducts end user training on new technology and enhancements and provides support for existing system processes and procedures.
- Serves as a resource between the University and regulatory and governmental agencies, vendors and other organizations.
- Plans and implements technology initiatives.
- Supports systems and procedures for reporting of information resources and institutional data.
- Provides management for the development, testing and support of the institutional risk management program for business continuity, security and disaster recovery.
- Assists and supports strategic planning for information resource management.
- Responsible for acquisitions management, technology budgeting and resource allocation.
- Reviews resumes, conducts interviews, and selects hires based on evaluation of candidate fit. Provides timely and effective coaching and feedback on staff performance and development issues. Recommends salary increases, promotions and disciplinary actions including terminations of employment.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.
- May be required to work a flexible schedule, including nights, weekends and holidays.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Bachelor's degree required. Additional job related experience/and/or education may substitute for the required education on a year-for-year basis. ITIL Foundation (ITIL), Project Management (PMP), and/or Microsoft certifications preferred.

EXPERIENCE

Seven years job related work in computing and/or communications, education environment. Two years managing in a computing and/or communications department.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Knowledge:

- Microsoft web application development technologies including SQL Server, Visual Studio, .Net Framework, SourceSafe, Team Foundation Server (TFS), and SQL Server Reporting Services (SSRS)
- Web content management systems: SharePoint, Terminal Four (T4), and RedDot
- Departmental third party systems: The Raiser's Edge, TeamDynamix, Footprints
- SharePoint and Nintex forms and workflow
- Programming languages: SQL, Visual Basic, Classic ASP, .Net Framework, C#, JavaScript, HTML5, MySQL and PHP
- Various website application designs and programming techniques
- Web application concepts, distributed environments, and SQL Server database technologies
- Database and software architecture
- Project Management
- Knowledge of best practices to guide development team on issues related to design, development and deployment of mission-critical information and software systems
- Software development lifecycle activities
- Modeling concepts
- Working knowledge of office practices and methods, basic business principles, and business and industry-specific terminology
- Business case analysis
- Costing, budgeting, risk and financial analysis
- Quality assurance concepts and procedures

- Building technology solutions that control costing, budgeting, risk and financial analysis.
- Quality Assurance concepts and procedures

Skills:

- Direct experience in overseeing the direction, design, development and implementation of enterprise web content management and document management solutions and systems management
- Direct experience in leading and managing a team of web developers, application developers, web administrators and SharePoint administrators of varying skill levels
- Website applications development
- Web applications and enterprise services
- Data flow and data structure modeling
- Database concepts including tables, data types, instances, fields, connection strings, and records
- Relational, hierarchical and object oriented database architectures and structure
- Prototyping procedures
- Source code control
- Test system utilization
- Requirements gathering
- Software development lifecycle
- Project, Incident, Change, and Time management
- Methods for cost estimation and risk analysis
- Financial Analysis
- Project management software tools (e.g., Microsoft Project)
- Documentation systems and knowledge database
- Leadership
- Problem Solving
- Decision making
- Collaboration and team building
- Communication
- Conflict Resolution
- Preparing and administering performance reviews

Abilities:

- Ability to plan, assign and manage the activities of technical personnel involved in design, development and systems analysis functions
- Ability to plan, direct, and evaluate complex operations, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to manage multiple projects and maintain customer focus
- Ability to write code, create web applications, and

- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to provide administrative and technical guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively -orally, by phone, in person, and in writing.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. May be required to work a flexible schedule, including nights, weekends and holidays.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.