Job Title:	IT Project Leader	Range:	57
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for performing highly technical and complex programming and systems analysis work including that which fulfills current and future end user needs. Responsibilities include overseeing the work of technical staff involved in systems application design and modification and/or network administration, providing subject-matter expertise in design methodologies and/or specific complex applications; performing all aspects of planning, design, development, coding, testing and implementation on complex systems applications in a variety of programming languages; and providing training and assistance to end users as appropriate.

ESSENTIAL FUNCTIONS
Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Performs all aspects of planning, design, development, coding, testing, debugging and implementation for complex systems applications in a variety of programming languages. This includes mainframe, PC-based, and/or internet based program applications, enterprise software, and database applications.
2.	Provides leadership and work direction to technical staff performing systems applications work and/or network administration including giving necessary training, reviewing work, and providing advice on complex technical problems.
3.	Works with end users to clearly define technical needs and/or identify problems and recommends and implements viable systems applications options and solutions.
4.	Installs, configures and develops integrated technical solutions to approved specifications using standard methodologies and develops logical sequences of steps to be used to produce intended results.
5.	Ensures that all systems are appropriately configured to work with the current infrastructure.
6.	Provides subject-matter expertise to higher level technical personnel in recommending new technology and systems analysis, design and development; oversees the creation, testing and maintenance of approved system solutions.
7.	Develops and conducts systems applications training for end users and writes and updates technical program and user documentation.
8.	Determines what changes need to be made in current programs, databases, interfaces and systems in order to accommodate evolving technology requirements.
9.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
10.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
11.	Performs related duties as assigned.

OTHER FUNCTIONS

May provide technical management and oversight on web-related projects.

WORKING RELATIONSHIPS

The IT Project Leader maintains frequent contact with various District departments and personnel, IT management and staff, outside contractors and information systems vendors.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Two (2) years college coursework in Computer Science, Information Systems, or related field
Minimum five (5) years of programming experience, maintaining network operating systems and related activities including project management and extensive lead experience
Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of computer hardware, software, networks, and applications
Knowledge of various programming languages
Knowledge of applicable technical environments
Knowledge of analysis and design methodologies
Knowledge of system and environmental integration techniques
Knowledge of correct English usage, grammar, and spelling
Ability to analyze, specify, design, develop and maintain complex technical environments
Ability to install, test and maintain vendor and in-house developed tools and systems
Ability to develop complex control and programming codes
Ability to perform performance test, configuration manage and quality assure supported environments
Ability to analyze customer requirements and propose effective and efficient technical solutions
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to communicate effectively, both orally and in writing
Ability to understand and follow oral and written directions
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS
None

WORKING CONDITIONS

College or District information systems office environment; subject to lifting (up to 50 pounds unassisted); subject to sitting for long periods at a time (up to 2-3 hours). Repetitive use of upper extremities including hand coordination activities, bending and stooping.