

**PARIS JUNIOR COLLEGE DISTRICT
JOB DESCRIPTION**

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| TITLE: Manager | SALARY LEVEL: |
| DEPT: Computer Center | JOB CODE: |
| CLASS: Administration | FLSA STATUS: Exempt |
| | RETIREMENT ELIGIBILITY: ORP/TRS |

PURPOSE: The Manager of the Computer Center manages all administrative computer-related activities.

REPORTS TO: Dean of Business Services

SUPERVISES: Coordinator of Network & Personal Computers
Computer Programmer
Technology and Learning Specialist
Media Technician

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

1. A working knowledge of mainframe, pc, and network environments.
2. Strong written and oral communications skills.
3. Ability to envision future needs in computer technology.
4. Ability to work well with people at all levels of the institution.

Education, Experience, and Licensure

1. Master's degree in computer science or related field.
2. Three years experience in the field, preferably in an educational setting.
3. Two years supervisory experience preferred.

MAJOR JOB RESPONSIBILITIES

Essential Job Functions

1. Serves as technical expert for college for purchasing equipment and systems.

2. Supervises the computerized aspect of business functions such as accounts receivable, accounts payable, payroll, personnel, financial accounting.
3. Supervises the computerized aspect of student management functions such as student registration, student grades, student transcripts, and state reporting.
4. Utilizes computer analysis skills to write and test programs, as well as delegate programming assignments to the computer center staff.
5. Coordinates the installation of all application software release for enhancements and corrections.
6. Manages the network of mainframe terminals, printers, and IBM compatible personal computers.
7. Serves as internal technical consultant for programming concerns and integration of all computerized processes.
8. Represents Paris Junior College at computer training seminars and annual meetings.
9. Serves as main institutional liaison with hardware/software representative and hotline support.
10. Supervises and coordinates duties of area personnel.
11. Assists in the recruitment, employment, and orientation of staff.
12. Responsible for ensuring diversity efforts within area of supervision.
13. Coordinates, supervises and performs evaluation process with all part-time and full-time personnel.
14. Recommends disciplinary action of personnel.
15. Reports or approves absences of personnel.
16. Provides opportunities for staff development aimed at increasing professionalism.
17. Displays personal characteristics which reflect positively on the education profession and the College in such ways as:
 - a. Respecting colleagues and observing ethical principles of the education profession.

- b. Participating in community activities.
 - c. Demonstrating a constructive attitude toward other professional and classified personnel.
 - d. Using appropriate vocabulary free from excessive profanity and slang.
 - e. Displaying use of good judgment, tact, and discrimination.
 - f. Confidentiality of records, information, materials, and office concerns.
18. Demonstrates a knowledge of the subject matter employed by:
- a. Providing evidence of preparation in the area.
 - b. Being familiar with current research and developments in the area of specialty.
 - c. Maintaining the respect of colleagues in the subject area.
19. Demonstrates leadership qualities:
- a. Facilitates the solution of problems.
 - b. Instills enthusiasm for professional goals.
 - c. Seeks and encourages new and different approaches to college problems.
 - d. Appraises situations and problems impartially.
 - e. Recognizes staff proficiencies and accomplishments.
 - f. Performs other duties as the President may assign.
 - g. Adheres to statement of ethics.
 - h. Adheres to Paris Junior College covenant for success.

Marginal Job Functions

SPECIFIC EQUIPMENT AND MATERIALS USED

ESSENTIAL PHYSICAL TASKS

ENVIRONMENTAL DEMANDS