

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: INFORMATION SYSTEMS & TECHNOLOGY Level D, Pay Grade 11

LEVEL DEFINITION	This level covers positions responsible for designing solutions for existing complex or campus-wide systems; programming campus-wide applications for smaller user groups; or serving as lead on a special project team.
TYPICAL RESPONSIBILITIES	May include: designing solutions for existing complex or campus-wide systems; collaborating with others within and across units to problem solve technical issues; resolving complex system-related failures or creating and maintaining existing complex systems; analysing requirements and developing processes and procedures compatible with existing components of the system; recommending methods for the capture and transmission of data and the form and content of output; developing and managing project budgets; contributing to on-going strategic planning; developing methodologies for improving procedures and coordinating system implementation; providing specialist advice to operating staff and client departments; and acting as project lead.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding design and maintenance of existing large, complex and campus-wide systems or recommends the information processing/ systems architecture to be implemented.
SUPERVISION RECEIVED	Works with wide latitude. Work is reviewed in terms of achievement of broad project objectives and goals.
SUPERVISION EXERCISED	Manages directly and indirectly through subordinates.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. In-depth knowledge of applications and the business requirements supporting them. Minimum of five years of related experience, or the equivalent combination of education and experience.