

Job Title	Assistant Director of Software Apps & Web Development
PVN ID	RF-1710-002171
Category	Information Technology
Location	RESEARCH FOUNDATION OF C.U.N.Y.
Department	Systems and Information Services
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Apr 30, 2018 (Or Until Filled)

General Description

This is a Senior Management position, reporting to the Director of Software Applications and Web Development, and exercising independent judgment, as delegated, in the fulfillment of the duties and responsibilities assigned. The incumbent is charged with a full range of supervisory responsibilities, including overseeing the activities of the web development area, monitoring work progress, and providing feedback to ensure that goals are understood and met. The incumbent, guides staff members in identifying and resolving special problems, carrying out special assignments, developing new skills and providing exemplary customer service. The incumbent is able to actively participate in database design, data loading and design layout which fulfill the requirements of projects; working either individually or as a team member. The incumbent is responsible for verifying the accuracy, safety and completeness of projects by implementing comprehensive testing and sample data. The incumbent maintains exemplary standards of personal and professional ethics and stays current in the field of software development.

Other Duties

Reporting to the Director of Software Applications and Web Development, the incumbent:

- Designs, develops and implements applications that support day-to-day operations;
- Provides innovative solutions to complex business problems;
- Is responsible for the development and continued enhancement of various e-systems;
- Plans, develops and implements large-scale projects from conception to completion;
- Provides service-oriented architectural infrastructure which can be used by team members for rapid application development;
- Develops and architects lifecycle of projects working on different technologies and platforms;
- Plans, develops and implements new generation systems;
- Continually reviews and updates programming standards to ensure that are aligned with industry best practices. Performs technical code reviews of frontend and backend developers to ensure that standards

are met;

- Identifies, analyzes and understands business problems;
- Supervises the creation, development and maintenance of multiple web sites and applications;
- Works with project teams to estimates project due dates and then manages developers' schedules to ensure that deadlines are met.
- Works with the users to identify solution requirements and expectations;
- Assists in hardware and software selection;
- Aids in administering business critical applications;
- Performs other duties as assigned.

Qualifications

- Minimum of a Bachelor's Degree in the Computer Sciences field, Master's Degree preferred;
- Minimum of two years supervisory experience;
- Working knowledge of Accounting;
- 5 years of experience in system analysis, design and development;
- Proficient in MS SQL, Visual Basic.NET, C#.NET, ASP.NET, Web Services, PHP, JavaScript and ODBC;
- Good knowledge of security and encryption;
- Excellent problem solving skills;
- Strong and effective inter-personal and communication skills and the ability to interact professionally with a diverse group of clients and staff.