



POSITION DESCRIPTION

TITLE: Campus Pipeline Systems Manager **CATEGORY:** Professional
FLSA STATUS: Exempt **GRADE:** H (Technology Support)

JOB SUMMARY: Responsible for the system administration and maintenance of the District's Campus Pipeline system.

In-person work on campus is an essential function of this position.

ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Responsible for system administration and maintenance on all software and related hardware using Campus Pipeline. Performs software installation and configuration, operating system upgrades, system backup, security management and monitoring user accounts. Performs technical troubleshooting covering installations, upgrades, data migrations, interoperability, and related issues.	25%
2. Responsible for support and assistance of all clients in all facets of the information system process.	20%
3. Responsible for the daily administration of the Campus Pipeline to include, but not limited to, user account management, application security, file management, performance monitoring, application software installations, upgrades for application servers, back up, and recovery.	20%
4. Responsible for the integration with SCT Banner modules, Web CT, and similar systems in use by the District.	10%
5. Assist in the development, recommendation, implementation, and modification of appropriate standards and procedures.	10%
6. Coordinate problem resolution with the District's Information Technology personnel, Webmaster, as well as external vendors.	10%
7. Perform other duties as assigned.	5%

SUPERVISORY RESPONSIBILITIES: Direct supervision of staff assigned to functional area.

ESSENTIAL QUALIFICATIONS:

EDUCATION: Bachelor's Degree.

EXPERIENCE: Four (4) years of related experience.

SPECIAL CONDITIONS:

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

SPECIAL SKILLS AND ABILITIES:

1. **Skills/Abilities:** The Campus Pipeline System Administrator must have a working knowledge and demonstrated experience in the following areas:
 - Campus Pipeline and SCT Banner and similar systems;
 - Web CT and/or similar products used for distance education;
 - Ability to communicate and interact with individuals at all levels of the institution;
 - E-mail and web portal services;
 - Networking;
 - Scripting and web programming;
 - Experience leading and managing personnel;
 - Effective oral and written communication skills.
2. **Equipment Used:**
 - DEC Alpha Server/Compaq Server
 - Technical and general equipment associated with system
3. **Software Used:**
 - Campus Pipeline
 - Web CT
 - Windows NT
 - Oracle, Java, Unix, HTML, and/or Web Development Tools
 - A variety of word process, spreadsheet, and database applications

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; sit; use hands to feel; reach with hands and arms and talk or hear. The employee is frequently required to walk. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, negotiating, selecting, developing, and motivating people are important to the highest degree due to constant interaction with other people, at any level within the organization or the community, position's accountability for the development, motivation, assessment, and reward of employees, and to deal with irrational situations where the outcome is unpredictable.

WORKING CONDITIONS:

Job is performed in general office or comparable working area with occasional distractions such as noise, interruptions, or congested work areas with exposure to some disagreeable elements.

POSITION TITLE:	Campus Pipeline Systems Manager
------------------------	---------------------------------

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk			X	
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)		X		
Extreme hot (non-weather)		X		
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.

X

Employee Signature

Date