

Classification Specification: Data Systems Manager

Classification Number: 64134
Effective Date: April 4, 2014

Pay Grade:
Current Exemption Status: Nonexempt

Position Summary

Maintains and installs software with integrated University system. Serves as liaison with Information Technology Systems (ITS) and external partners with respect to integration, maintenance and data interactions. Maintains electronic access to system resources and investigates and assists in implementation of new technologies.

Essential/Primary Duties

- Maintains and installs software in technology infrastructure and related systems. Analyzes, designs, implements and tests software.
- Schedules software updates. Researches and implements new features and works with staff to write new workflows.
- Participates in committees or subgroups related to technology. Analyzes and reports on changes made or needed to technology infrastructure.
- Manages the configuration, testing and loading of data files into and out of the system.
- Researches and resolves problems.
- Configures and troubleshoots technical issues with remote electronic access.
- Trains staff on various software programs and other technology.
- Compiles, tests and executes data loading and configures data.

Experience and Education

Experience

- Two to three years related experience required

Education

- Associates degree in related field required

Physical Requirements

Light work: with some physical demands such as continuously lifting/moving materials less than 25 pounds, but rarely moving more than 25 to 50 pounds.

Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

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Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to query, run reports and modify data in financial systems
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence
- Ability to effectively utilize audio/visual equipment

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

None