



Applications Project Leader

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Application Project Leader	PE331	Salary Sch: IP, SG 15	EEO Code: 50	FLSA: exempt
Union: P&A Union, Local 1979, UAW				

Basic Purpose:

Positions in the Applications Project Leader classification are at a leadership level and are responsible for the design, testing, implementation and maintenance of major university-wide or mission critical computer based administrative systems which cross diverse functional areas and require the integration of complementary systems. Incumbents need experience coordinating a significant amount of assigned resources which include direct reports, consultants, customer participants and project budget. They provide analytical and technical expertise in identifying solutions to issues arising from the application of current information technology to the improvement of previously established business processes.

Essential Functions:

- Prepare project plans, manage schedules and deadlines and coordinate related project activities and resources to implement systems;
- Provide analysis of customer requirements and new products and make recommendations required to improve business practices and process with the application of current technologies;
- Serve as liaison to university clients and product vendor to identify and resolve problems, issues and ensure desired outcomes;
- Provide functional guidance and technical leadership to professional technical support personnel as well as non technical professional and management university clients;
- Develop and conduct test cases in order to troubleshoot and resolve system problems and assure system performance; and
- Maintain and modify administrative computing systems by meeting with customers to identify requirements, preparing specifications and supervising the necessary coding and testing.

Minimum Qualifications:

- Strong analytical skills required to identify customer problems and identify resolutions;
- Strong communication skills including the ability to effectively lead groups and communicate with technical and non technical management and professional personnel;
- Strong knowledge of business practices and theories coupled with a strong understanding of the functional area being supported;
- Knowledge of software development; and
- Leadership skills necessary to plan and coordinate project activities, resources and personnel.
- Strong understanding of information technology typically gained through formal education and combined with reasonable experience in the development and implementation of information systems;
- Demonstrated ability to provide technical leadership and guidance to technical and non-technical personnel;
- Demonstrated ability to develop and successfully implement project plans;
- Demonstrated ability to work effectively with customers and technical personnel in a liaison role;
- Strong understanding of the business of the functional area being supported; and
- Reasonable understanding of information technology systems complementary to those being implemented.