

<b>GEORGETOWN UNIVERSITY</b>	PIN:
<b>INFORMATION TECHNOLOGY POSITION DESCRIPTION</b>	Date:
CLASS TITLE: <b>LEAD PROGRAMMER/ANALYST</b>	
Functional Title: Lead Application Systems Integrator	
Please check one: <input type="checkbox"/> New <input type="checkbox"/> Revised <input type="checkbox"/> Updated for files only	

**A. General Information:**

Name of Incumbent:	
Class Code: 2250	Departmental Position Title:
Supervisor (Name, Title and Phone):	
Home Dept.#:	Dept. Name:
Cost Center(s):	
Is this a Term position? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Exp. Date:
Number of months per year:	Number of hours per week:

**B. Position Summary:** *This should explain why the position exists.*

Position identifies, deploys, and supports enterprise-wide software infrastructure and applications to support network-based services such as e-mail, authentication, calendaring, electronic directories, etc. The incumbent will possess and maintain expert-level knowledge of products, protocols, initiatives, etc., falling under his domain, and will be nationally recognized by his peers as an expert for at least some aspects of them.
--

**C. Organizational Characteristics:** *Please attach organizational chart.*

Organizational Unit:
Reporting Responsibilities:
Supervisory Responsibilities:

**D. Principal Accountabilities:** *Indicate percentage of effort (time) required. Percentages must equal 100%. You must check whether an accountability is Essential (E) or Non-Essential (NE) for Americans with Disabilities Act purposes. Please check whether task is performed (D)aily, (W)eekly, (M)onthly or on a (P)eriodic basis.*

<input type="checkbox"/> 1. (%)		
<input type="checkbox"/> E <input type="checkbox"/> NE	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	In collaboration with the Chief Information Technology Architect and other stake-holders, determine technology architecture, product choices, and implementation strategy.
	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	

<input type="checkbox"/> 2. ( %)		
<input type="checkbox"/> E <input type="checkbox"/> NE	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	As part of a UIS-wide deployment and support strategy, install products and services; engineer, obtain, and/or create “glue” to cement products into a consistent architecture; ensure successful ongoing operations and implement ongoing improvements.
	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	
<input type="checkbox"/> 3. ( %)		
<input type="checkbox"/> E <input type="checkbox"/> NE	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	Provide initial sizing and ongoing capacity analysis for service platforms, and provide for the routine production of appropriate metrics for performance and service delivery.
	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	
<input type="checkbox"/> 4. ( %)		
<input type="checkbox"/> E <input type="checkbox"/> NE	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	Provide supervision and mentoring for direct reports and others working on network services projects.
	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	
<input type="checkbox"/> 5. ( %)		
<input type="checkbox"/> E <input type="checkbox"/> NE	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	Attend and make presentations at meetings w/peers and national leaders in this field. Meet with vendors both to support other accountabilities and to influence their product development strategies.
	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	
<input type="checkbox"/> 6. ( %)		
<input type="checkbox"/> E <input type="checkbox"/> NE	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	
	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	

**E. Dimensions:**

Number of Persons Supervised:    Direct:	Indirect:
Number of Students Supervised:    Direct:	Indirect:

**Leadership:** *Check the most descriptive statement for the job as a whole.*

- |   |
|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/>1) “Work/Project Leader”: answers general questions and provides assistance; maintains assignment completion schedules; performs the same tasks as others.</li> <li><input type="checkbox"/>2) “Team Leader”: advises and directs the teams; answers complex questions functioning as an expert resource; maintains assignment completion schedules. Performs the same and higher level tasks.</li> <li><input type="checkbox"/>3) Supervisor: <u>participates</u> in the selection process of new employees; assists with performance appraisals; disciplinary problems are referred to a higher level. Performs similar and higher level tasks.</li> <li><input type="checkbox"/>4) Supervisor: <u>solely responsible</u> for hire/fire decisions; performance appraisals; employee training and development; handles disciplinary problems. <b>This person will be evaluated on these decisions.</b></li> <li><input type="checkbox"/>5) Supervisor: responsible for multiple units or areas, each with supervisors who have hire/fire authority.</li> <li><input type="checkbox"/>6) Not applicable to this position.</li> </ul> |
|---|

**Complexity of Work:** *Check the most descriptive statement*

- 1) Routine: Primarily deals in one singularly directed functional area. Awareness of related areas is not significant.
- 2) Semi-complex: Requires some integration of different but relatively similar bodies of knowledge and/or functions. Some analytical ability becomes prevalent.
- 3) Complex: Functions differ significantly from each other or a major function is broad and requires integration of differing complicated bodies of knowledge. Analytical ability is clearly required.
- 4) Very Complex: Involves complicated bodies of knowledge/functions that differ substantially from each other.

**Freedom of Action:** *Check the most descriptive statement*

- 1) General Supervision: Proceeds on regular tasks, referring questionable situations to supervisor.
- 2) Very General Supervision: Resolves most questions, accomplishes most tasks without guidance.
- 3) Little Guidance: Performs complex functions, establishes priorities, resolves issues, rarely refers to supervisor.
- 4) Plans, develops, and implements functions/projects for functional unit(s) or team(s).
- 5) Other (explain):

**Impact:** *Check the most descriptive statement*

- 1) Decisions could positively or negatively affect the immediate work, individual user or group of users.
- 2) Decisions could positively or negatively affect a large group of users, entire department, or networked systems.
- 3) Decisions could positively or negatively affect multiple departments.
- 4) Other (explain):

**Interactions:** *Check the most descriptive statement and describe contacts*

- 1) Exchange basic information and normally requires ordinary courtesy and effectiveness in informing others.
  - 2) Exchange and interpret information requiring understanding to influence others.
  - 3) Exchange, analyze, and interpret information requiring various approaches to influence others.
- Describe the people with whom this position has regular contact. Identify level and title of GU positions or describe persons outside GU:

**Fiscal Responsibility:**

Budget responsibilities (creation or disposition) or salary dollars:

Capital inventory affected:

**Physical Working Conditions:** *Describe physical environment, lifting, walking, fumes, odors, etc.*

**F. Minimum Qualifications:**

Academic Level:       High School       College       Bachelor's       Master's       Doctorate  
Degree Program (list):

Practical Experience in Years: *Check appropriate box and fill in type of experience required.*

- 1)
- 2)
- 3) 7-10 yrs work experience in...

Technical Qualifications or Specialized Certification:

Other Skills:

**G. Additional Information About this Position:**

*Supplementary information as applicable. List responsibilities that have changed since the last position description was done, or reasoning behind creating a new position. List all special skills required, characterized as mandatory or desired.*

**H. Signatures:**

Incumbent:

Supervisor:

Dept. Head or Authorizing:

**Attach Organizational Chart**