

**MT. SAN ANTONIO COLLEGE  
JOB DESCRIPTION**

Job Title:	Project Administrator	Range:	A-104
Date Revised:	6/4/03	Date Approved:	3/28/01

**PRIMARY PURPOSE**

The Project Administrator assists in the planning, scheduling, monitoring, and coordinating of ICCIS mainframe system project management activities; oversees the work of staff programmers; and interacts with users and support personnel regarding ICCIS system functions, inquiries, and problems.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Plans, schedules, monitors, and coordinates ICCIS project management activities
2.	Performs detailed systems analysis and program design, testing, documentation, implementation, and maintenance of ICCIS; participates in database design for ICCIS
3.	Coordinates system changes and integration with other programming project teams for tasks that overlap into another team's area
4.	Assists computer operations staff with operational difficulties; assigns work tasks, provides detailed program specifications and identifies needed database changes; works closely with consultant staff to ensure tasks are completed to specifications, fully tested, and implemented; monitors progress on tasks, identifies potential problems and determines resolution
5.	Directs interaction with users and support personnel to define and support their needs
6.	Communicates with users concerning ICCIS system functions/inquiries; works closely with users and bargaining team representatives to understand and define needs
7.	Analyzes, researches, and reports findings to users; investigates problems for ICCIS Student System
8.	Participates in enrollment management committee, supports program review process, and faculty bargaining computing needs;
9.	Assists in the evaluation and recommendation of new software acquisitions and upgrades
10.	In the absence of the Director, oversees applications programming group
10.	Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner
11.	Performs related duties as assigned

**WORKING RELATIONSHIPS**

The Project Administrator maintains frequent contact with faculty, staff, students, various departments, and outside agencies.

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### **EDUCATION AND EXPERIENCE**

A.S. degree in Computer Science or related field; 4-6 years directly related experience, including systems programming and analysis.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **Knowledge of:**

- Organization, operations, policies and objectives
- Systems programming concepts and principles
- IBM operating systems and mainframe programming and maintenance
- Design, write, maintain, and test computer programs
- TQM concepts, Assembly, COBOL, and REXX programming languages preferred
- Understanding of networking and client/server concepts
- Supervisory principles and practices
- Modern office practices, procedures and equipment
- Mathematical computations
- Record keeping techniques
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Various other computer software applications

#### **Ability to:**

- Management and organizational skills
- Strong mathematical abilities
- Detail oriented
- Operate personal and/or mainframe computers
- Operate a variety of office equipment
- Interpret, apply and explain rules, regulations, policies, and procedures
- Compile and organize statistical data; strong analytical abilities
- Work confidentially with discretion
- Plan, organize and prioritize work
- Meet schedules and time lines
- Work independently using technical manuals and other available resources
- Understand and follow oral and written directions
- Communicate effectively, both orally and in writing
- Understand scope of authority in making independent decisions
- Review situations accurately and determine appropriate action according to established guidelines
- Establish and maintain effective working relationships with others

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### **WORKING CONDITIONS**

College office environment; may require some climbing and crawling when locating hardware failures. May be subject to sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities; ability to lift up to 50 pounds.

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