

## Information Technology Job Function

### IT Applications Mgt II

Grade: 56

Job Code: I0756M

Job Family: Applications

Job Family Matrix: [IT Applications Matrix](#)

#### Summary

Supervise day-to-day comprehensive applications development for project of medium to large size and complexity; work as part of a team to implement business solutions. Write basic code of moderate complexity and maintain related documentation.

#### Core Duties

- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Participate fully in software development life cycle
- Support technical solutions to deliver business requirements
- Troubleshoot problems and suggest improvements to coding practices
- Act as technical liaison to internal clients
- Abide by and follow the Harvard University IT technical standards, policies and Code of Conduct

#### Basic Qualifications

- Minimum of two years' post-secondary education or relevant work experience

#### Additional Qualifications and Skills

- Supervisory Experience
- Knowledge of Microsoft Office Suite, advanced Excel skills
- Knowledge of information technology applications, processes, software and equipment
- Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor

#### Certificates and Licenses

- Completion of Harvard IT Academy specified foundational courses (or external equivalent) preferred

#### Physical Requirements

#### Working Conditions

- Work is performed in an office setting