

## Information Technology Job Function

### IT Applications Mgt III

Grade: 57

Job Code: I0757M

Job Family: Applications

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

#### Summary

Independently manage complex applications/web development for projects of large to very large size and complexity; typically work as part of a team to implement business solutions. Code advanced and complex software solutions.

#### 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
- Implement and support technical solutions to deliver business requirements
- Identify and evaluate opportunities to improve services
- Contribute ideas to coding best practices and new technologies
- Draw on relationship and technical skills to act as technical liaison to internal and external 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
- Minimum two years' additional post-secondary education or relevant work 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