

Information Technology Job Function

IT Applications Mgt IV

Grade: 58

Job Code: I0758M

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. Perform expert coding: design, develop code at an expert level, and manage development projects, teams, programs. May manage multiple projects simultaneously.

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
- Research, design, and implement technical solutions to deliver business requirements
- Identify opportunities to improve and simplify applications portfolio and implement related enhancements
- Contribute to creation and maturing of software development best practices and new technologies
- Draw on relationship and technical skills to act as technical liaison to internal and external clients and to mentor junior staff
- Abide by and follow the Harvard University IT technical standards, policies and Code of Conduct

Basic Qualifications

- Minimum of five years' post-secondary education or relevant work experience
- Supervisory Experience

Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite, advanced Excel skills
- Knowledge of information technology applications, processes, software and equipment
- Highly specialized knowledge of a specific technology
- 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