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## Texas A&M University RIS Development Manager Generic Job Description

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**Classification Title:** RIS Development Manager

**Job Family:** Research Administration / Sponsored Programs

**FLSA Exemption Status:** Exempt

**Pay Grade:** 20

### Job Description Summary:

The RIS Development Manager, under general direction, is responsible for business-critical projects and initiatives for the Research Information System (RIS), and for setting technical vision for multiple organizations across the unit. Acts as the subject matter expert and operates with minimal oversight. Manages and supervises software engineering teams.

### Required Education and Experience:

Bachelor's degree or equivalent combination of education and experience. Twelve years of software development and/or software architecture experience.

### Required Licenses and Certifications:

- None

### Required Knowledge, Skills, and Abilities:

- Advanced knowledge of programming, software development, database management, server administration, security standards, technical documentation, client needs assessments and applicable regulations.
- Advanced skills in full stack development, troubleshooting and debugging, problem solving, communication, detail orientation and time management. Leadership and mentorship skills.
- Ability to collaborate, learn continuously and be adaptable.
- Ability to effectively supervise and mentor project team(s).

### Machines and Equipment:

- Standard office equipment: computer, keyboard, multifunctional printer, telephone, fax machine – 35 hours.

### Physical Requirements:

- May be required to lift and/or move heavy objects (computer equipment) while in the performance of essential job duties.

## Other Requirements and Factors:

- This position is security sensitive.
- This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
- Persons in this position are considered essential when the University declares an emergency, campus closure, class cancellations, etc., and are therefore required to report to work and remain on duty unless/until relieved by the direct supervisor.
- Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

## Essential Duties and Tasks:

### **20%: Technical Vision & Leadership**

- Leads business-critical projects and initiatives and sets the technical vision for organizations across the Texas A&M system.
- Reviews and provides feedback on RIS technical designs and architectural choices across the organization. Acts as the subject matter expert and operates with minimal oversight.

### **25%: Team Management & Technical Development**

- Manages and supervises project teams.
- Supervises software engineers and/or student employees.
- Oversees RIS applications and relational databases to include design, writing, installing, debugging, troubleshooting, documenting, and/or testing (full stack) based on user requirements and analysis.
- Oversees and/or develops solutions on the appropriate platforms (desktop application, web application) as required by projects using software engineering principles.

### **15%: Oversight of System Administration, Security & Compliance**

- Oversees the efforts to set up, configure, maintain, and administer RIS servers and client systems and ensures all code meets security standards.
- Maintains familiarity with version control and containerization.
- Ensures research client needs and development requirements are met. Reviews analysis performed based on user requirements.
- Oversees RIS system and program documentation for clients and technical staff.
- Oversees system and program documentation for accuracy and completeness.

### **15%: Professional Growth, Policies and Product Ownership**

- Keeps current in professional growth. Keeps current on state/university rules and regulations with regards to technical responsibilities. Develops and maintains policies, procedures, and various standards.
- Develops and maintains programming tools and strategies.
- Plays the role of a product owner for multiple complex RIS system components.
- Keeps up to date with the policies and procedures of research administration.

**20%: Remaining Percentage Can Be Determined By Department To Meet Business Needs or Can Be Incorporated Into Percentages Above**

Is this role ORP Eligible? If so, it needs to meet the criteria on the [Rules and Regulations of the Texas Higher Education Coordinating Board](#).

Yes

No

Does this classification have the ability to work from an alternative work location?

Yes

No