

CLASS TITLE: APPLICATIONS DEVELOPMENT MANAGER

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for planning, coordinating, and controlling the technical staff and activities related to the production, development, and on-going maintenance support for information technology systems and projects for multiple departments; and performs other related assigned duties.

ESSENTIAL TASKS:

- Performs project management duties for assigned user requested development and maintenance for multi-vendor, multi-operating information technology applications and projects, including planning, prioritizing, coordinating, and controlling the analysis, design, programming, implementation, documentation, and maintenance phases for mainframe, mid, mini, and client server environments
- Determines personnel and technical resources required to successfully complete projects on schedule and within budget
- Deploys available personnel to production support and projects to achieve maximum manpower utilization
- Supervises the work of technical subordinates and/or contractors
- Provides technical training, guidance, and assistance to the personnel reporting to this position
- Performs multi-vendor, multi-operating system technical support for mainframe, mid, mini, microcomputer, and client server systems, including updates of operating and related system software products
- Monitors resource utilization, researches alternatives, and recommends appropriate configuration upgrades
- Performs the on-going maintenance of packages application software as applicable
- Employs project planning and control for the development and maintenance of project schedules
- Maintains on-going communication with users throughout the development and maintenance life of their projects
- Develops and enforces standards, policies, and procedures relating to the section
- Develops and monitors technical training
- Responsible for the development, testing, and implementation of disaster recovery procedures for assigned systems
- Assists the Information Resources Manager in the development of divisional objectives and budgets, and the enforcement of operating standards and procedures
- Negotiates Project Charters
- Prepares regular status reports and project schedules
- Negotiates and monitors vendor contracts from a technical perspective
- Identifies budget requirements for assigned production systems and/or proposals
- Develops and presents system configurations and system proposals
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business administration, computer science, mathematics, or accounting, supplemented by advanced coursework in computer sciences, and seven (7) years experience in systems analysis/design and/or computer programming; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of systems analysis and design methods and techniques; considerable knowledge of programming concepts and techniques; considerable knowledge of trends in application and systems software and hardware and mainframe, mid, mini, and microcomputer hardware; and considerable knowledge of accounting, statistics, and modern business principles, methods, and practices. Ability to effectively employ concepts and techniques of project management, including planning, control and deployment of resources; ability to supervise a technical

staff; ability to effectively communicate both verbally and in writing; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; lifting and carrying up to 50 pounds; may be subject to walking, standing, sitting, reaching, bending, kneeling, and handling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certification: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and may require some travel to various City locations to provide computer related assistance.

Class Code: 1134

EEO Code: E-01

Pay Code: IS-48

Group: Clerical and Administrative

Series: Data Processing and Information Services

Effective date: July 1, 2000