

SYSTEMS DEVELOPMENT MANAGER

NATURE OF WORK

This is responsible administrative and technical work coordinating the system development and maintenance related activities of the Systems Development section.

Work involves responsibility for supervising and directing system development and maintenance for City and County departments; and reviewing and recommending new techniques for system development and improvements. An employee in this classification is expected to exercise considerable independent judgment and personal initiative in the performance of assigned duties. Supervision is exercised over Systems Project Supervisors and Systems Analyst/Programmers. General supervision is received from the Information Services Manager.

EXAMPLES OF WORK PERFORMED

Leads a team responsible for supporting and integrating system developments, enhancements and maintenance and commercial off the shelf software with API integrations.

Supervises and evaluates subordinate technical employees; assigns personnel to projects and directs their activities.

Explains administrative policies and procedures to customers; advises them as to technical problems and the status of projects.

Develops budget recommendations and projections for various assigned business units and systems; assembles annual budget information and prepares cost recovery recommendations for delivered services.

Prepares and gives reports on the status of projects and special assignments; reviews project status with requesting customer.

Prepares standards and procedures concerning the systems development function; reviews current standards and procedures in order to recommend improvements.

Develops and executes long-range strategic plans, schedules, and priorities to acquire and install technology equipment and to transition from existing to new information technologies.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of the standard methods and procedures used in information services and technology.

Thorough knowledge of application development, application maintenance and support, application process and operation.

Thorough knowledge of systems analysis, programming and related functions performed by information services personnel; ability to evaluate and recommend improvement of same.

Considerable knowledge of computer capabilities and of associated equipment.

Knowledge of data processing applications.

Knowledge of systems analysis, programming and related functions performed by information services personnel; ability to evaluate and recommend improvement of same.

Knowledge of the overall operation of municipal government.

Ability to establish and maintain effective working relationships with information services personnel, customers and the general public.

Ability to work under time pressures and budget constraints in order to finish needed projects and programs.

Ability to manage multiple responsibilities concurrently.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in computer science, business administration, systems analysis, programming or related field plus ten years of experience in relational database and Web-based systems, computer programming, API integration and/or complex systems analysis work; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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