



**POSITION DESCRIPTION**

<b>JOB TITLE: Supervisor, Application Development</b> Job Class: 2604		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b>	<b>DIVISION</b>
<b>BARGAINING UNIT: ASC</b>		<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non exempt</b>
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.) Manages user requests for services and assigns projects. Coordinates and quality assures application development and implementation of projects. Interfaces with end users to confirm that services are delivered as expected.</p>		

**ESSENTIAL FUNCTIONS:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

**NOTE:** An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Evaluates and determines appropriate application development projects in accordance with the Division's service request policies and standards. Assigns subordinates project leader responsibilities on a project by project basis.
2. Provides leadership and supervision for all subordinates, including effectively recommending hiring, promotions, discipline, terminations etc. Writes performance appraisals for subordinates as well as provides regular input to supervised personnel on performance and work efforts. Approves subordinates absence requests.
3. Keeps detailed project status records of all projects and user service requests and summarizes and reports project work efforts on a regular basis to the Manager of Application Development. Uses appropriate project management tools to ensure that projects are properly directed and implemented in a timely manner that meets the end users needs.
4. Authorizes programs and/or JCL for production turnover.
5. Stays informed of information needs and concerns of end users by meeting with user departments on a regular basis.
6. Acts as a Division liaison to user committees, supplying data processing knowledge to assist in decision making and problem resolution as requested by the Manager of Application Development.
7. Determines training needs of staff on subjects including systems analysis, programming skills, database, new languages, development methodologies, new technologies, etc. and seeks or assists in such training for assigned personnel.

8. Directs and participates in the evaluation of hardware and software products that enhance application development productivity and controls of application systems.
9. Submits recommendations relative to expenditures for capital or human resource needs for the Division budget where they meet the goals and plans of the Division and the District.
10. Directs and participates in the development and enhancement of procedures, policies or strategies for the Division
11. Acts as a project leader in cases where deadlines cannot be met with existing personnel or in emergencies.
12. Actively supports the MPS Strategic Plan.
13. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Manager of Application Development

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Senior Project Analysts and Programmer Analysts

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

Bachelor's degree in Information Systems or equivalent experience

**Experience Requirements**

Eight to ten years experience including supervising application development staff. Experience in preparing and presenting information to staff and management as well as experience in software development tools, application development methodologies and project management.

**Knowledge, Skills, and Abilities**

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**