



**POSITION DESCRIPTION**

<b>JOB TITLE: Manager of Application Development</b> Job Class: 2605		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b> Technology Services	<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>
<b>POSITION SUMMARY and PURPOSE:</b> Plans, organizes and controls systems development, enhancement and maintenance activities of the Application Development Division.		

**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. Assigns application development projects and oversees systems and programming efforts. Assigns and works with project team leaders to ensure the reliable design and timely completion of application development projects. Coordinates the transition of applications from the developmental stage to production and authorizes programs and JCL turnover requests.
2. Schedules workloads to a satisfactory level of service to end users. Confers with end users to resolve any application or procedural problem.
3. Assigns resources and controls expenditures in various application development projects in accordance with established departmental budgets and priorities.
4. Develops and maintains project status reports and routinely meets with the Director of Finance to review progress of application development projects. Participates in ETRC meetings when required.
5. Supervises and evaluates staff. Interviews, evaluates and recommends personnel for hire, promotion or discharge. Approves absences for personnel.
6. Reviews and prioritizes requests for services with management to determine the proper course of action. Evaluates requests to ensure that they are compatible with the information strategic plans of the District.
7. Evaluates new software and techniques for suitability within existing and planned systems. Maintains contact with educational institutions, equipment manufacturers and professional societies to keep abreast of new developments in systems development techniques, new application software and programmer productivity tools.

8. Identifies and evaluates goals for personnel and professional skill development for self and subordinates. Determines staff training requirements and arranges for appropriate training.
9. Directs the development and maintenance of application development standards.
10. Prepares yearly Division budget for approval by District management.
11. Develops and maintains work plans, long range plans and strategic plans which reflect the District's priorities for application development projects.
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.)

**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.

**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.)

**Experience Requirements**

**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.**