

**TECHONOLOGY APPLICATIONS MANAGER
(District Office)**

DEFINITION

The Technology Applications Manager oversees the activities related to all facets of technology applications; plans, directs and supervises the development of systems design projects and does other related work as required.

DISTINGUISHING CHARACTERISTICS

The Technology Applications Manager serves as an expert technical resource for the District regarding all applications software. This position is responsible for the overall design, development, integration, implementation and maintenance of technology systems; the coordination and development of projects; supervision of assigned staff; and systems documentation and training for users.

RESPONSIBILITIES

The Technology Applications Manager is primarily responsible for the following activities:

Confer with, and coordinate, user groups regarding applications capabilities, the feasibility of developing specific applications systems, and determining system requirements and modifications for assigned applications systems.

Design and development of new systems and modifications to existing applications.

Ensure open communications between user and technical groups.

Coordinate and participate in the training of the users.

Participate in long-range planning efforts.

Participate in the evaluation, costing, selection, testing, and implementation of all applications-related software and hardware.

Review and be responsible for the documentation of systems.

Ensure compliance with the Data Element Dictionary across the system.

Plan, organize, and monitor applications operations.

Advise the Director of Information Technology on current application technology innovations.

Participate in the development of departmental standards and procedures, within District quality guidelines, ensure all projects and assignments comply and that they are understood by all technical and user groups.

Develop and schedule priorities, assign responsibilities, ensure efficient and timely completion of projects, and prepare time and cost estimates and progress reports.

Review and evaluate the performance of subordinates.

Coordinate and manage training of assigned staff.

RESPONSIBILITIES (continued)

Participate with the Director of Information Technology regarding evaluation and selection of contract firms and conduct internet research on potential suppliers.

Confer with hardware and software vendors to obtain information, resolve problems, and arrange and conduct demonstrations and evaluations.

REPORTING RELATIONSHIPS

The Technology Applications Manager reports to the Director of Information Technology.

MINIMUM QUALIFICATIONS

Four (4) years of full-time experience in programming and systems analysis and design, with significant user interface, for a large on-line mainframe or client-server computer system including three (3) years of increasingly responsible design and project leadership including management of subordinate analysts, programmers, and user support personnel.

A Bachelor's degree is highly desirable. Experience may be substituted for education of a year-for-year basis.

Knowledge of:

- The principles and methods used in the analysis and development of computer systems and procedures.
- The capacity and inter-related users of various technology hardware and advance computer technology.
- User training techniques and documentation.
- System and application security requirements.
- Interpersonal relationship techniques.

Ability to:

- Establish and maintain cooperative working relationships.
- Analyze complex personnel and technical problems, evaluate alternatives, and make sound recommendations.
- Analyze and define user problems and requirements and develop efficient, cost-effective systems solutions, while ensuring users understand the ramifications of the various system alternatives.
- Manage mainframe or client-server operations, develop and maintain on-line databases and ensure integrity/security of applications and data.
- Organize, plan, cost, and complete applications projects efficiently in accordance with District quality standards and within given budget constraints.
- Manage, assign, and schedule assigned staff.
- Assist in developing and interpreting departmental policies and procedures, within quality guidelines, and see that they are clearly communicated and carried out.
- Communicate complex technology issues clearly to non-technical parties orally or in written format and make effective presentations.

PHYSICAL CHARACTERISTICS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL CHARACTERISTICS (continued)

While performing the duties of this job, the employee is required to:

Demonstrate sufficient vision to read all printed materials including computer screens.

Demonstrate sufficient near and distance vision to read all printed materials including computer screens.

Demonstrate sufficient hearing to conduct face-to-face and telephone conversations.

Speak in an understandable voice with sufficient volume to be heard within a normal conversation distance, on the telephone, and in addressing groups.

Demonstrate ability to transport self to places necessary to perform job, including enclosed areas of building and on uneven surfaces.

Demonstrate the physical mental, and emotional stamina to perform the duties and responsibilities of the position.

WORKING CONDITIONS

Primarily the job takes place in an office environment. The environment is generally clean, although occasional exposure to conditions such as dust, fumes, odors, or noise will occur.