APPLICATIONS MANAGER

DISTINGUISHING FEATURES OF THE CLASS:

This is a high level technical and managerial position responsible for the direction of development staff operations. The incumbent is responsible for developing and implementing policy, developing new applications, directing the interface between user departments, and developing and maintaining software configuration. The position is responsible for monitoring and evaluating new technologies and adapting such technology as needed. Work is performed under the general supervision of the Commissioner and Deputy Commissioner with wide leeway allowed for setting procedures and priorities within previously discussed goals. Supervision is exercised over project leaders, systems analysts and programmers.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Supervises development staff including hiring, promoting, conducting performance appraisals, handling counseling and discipline, and coordinating time off;
2. Develops and enforces application software standards and policies, ensuring that proper study and design documents are prepared;
3. Develops an annual systems plan and sets priorities for development projects based on cost/benefit analysis and overall county impact;
4. Monitors and manages project schedules, taking into account potential problems and unforeseen projects, to ensure overall productivity is maintained;
5. In coordination with administration and project leaders, sets long term direction for future application development in terms of system functions and technology used;
6. Monitors and manages a wide variety of technologies and software products, ensuring county systems remain viable; evaluates new technology and software for its incorporation with existing systems;
7. Oversees large development projects, interacting with a variety of departments, agencies and municipalities;
8. Writes requests for proposals, bid specifications, contract scoop of services and position papers;
9. Negotiates and interacts with vendors and contractors.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of project management principals and practices sufficient to direct various teams developing computer based applications for a wide variety of governmental functions;

APPLICATIONS MANAGER

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (Cont'd)

Knowledge of application development software sufficient to lead in the development, implementation, modification and maintenance of a wide variety of government applications;
Ability to manage and coordinate simultaneous projects;
Ability to analyze, evaluate and adapt new software and technologies into current and future applications;
Ability to identify, analyze, research and develop and implement solutions for complex problems;
Ability to exercise independent initiative and good judgment;
Ability to establish and maintain effective working relationships with staff, county employees, representatives of outside agencies and vendors;
Ability to supervise and evaluate the work of others;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:

EITHER:	(A)	Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in computer science or closely related field, AND six (6) years of recent* full-time paid work experience at a project management level which directly involved the development of business or governmental applications (i.e., payroll, AR/AP, ledger, inventory, case management, etc.), in windows-based or web-based programming languages;
OR:	(B)	Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in computer science or a closely related field AND eight (8) years of recent* full-time paid work experience at a project management level which directly involved the development of business or governmental applications (i.e., payroll, AR/AP, ledger, inventory, case management, etc.), in windows-based or web-based programming languages;
OR:	(C)	An equivalent combination of education, training and experience within the limits of (A) and (B) above.

*Recent work experience is defined as work occurring within the ten (10) years immediately prior to the date of application.

Part-time work experience is not acceptable.

SPECIAL REQUIREMENT:

Possession of a valid New York State Driver License at time of appointment.

ADOPTED: 01/01/2013