



Job Title	Applications Development Manager	FLSA Status	Exempt
Band	MGR	Probationary Period	12 Months
Zone	6	Job Code	12716

Class Specification – Applications Development Manager

Summary Statement:	
<p>The purpose of this position is to lead teams of employees and contractors that develop and modify custom software application programs of all degrees of complexity and scope, considering operational support needs, business requirements, and IT architecture standards. Performs planning, assigning, managing, controlling and mentoring in the problem analysis, design, code, test, debug, release and documentation of custom-built software programs and interfaces. Provides input on the applications architecture for the City and produces custom application solution designs. Competent to work at the highest technical level of all phases of applications programming activities. Adheres to and reinforces all IT policies, processes, and procedures using the ITIL framework.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
20%	Plans, assigns, reviews, and directs the activities and deliverables of employee and contractor personnel involved in the design, development, testing, and release of custom software application programs and interfaces. Performs the hiring process for employees and contractors. Performs the performance management process for employees.
15%	Works with the Enterprise Architects to identify and continually improve the application architecture to meet the long term needs for the City and the IT department.
15%	Defines software system requirements for new application systems or enhancements to existing application systems; provides expertise for possible projects and identifies feasibility and cost requirements, analyzes, and identifies hardware and software needs.
5%	Designs software programs and interfaces based on strategic business needs and operating models; develops and maintains strategic and technology roadmaps; produces models; leads development of implementation; and provides expert consultation in the development of application programs and deliverables.



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10%	Researches new software engineering tools, patterns, languages, and practices; develops templates using new technology to aid other developers; determines ways new technology can be used to aid in application development; and documents and trains other developers on new technology.
35%	Leads employees and contracts in the execution of and may perform coding of complex software applications, system testing, and user training on new project implementations; support for software systems in production environment; troubleshooting incidents, recommending short and long term fixes, making fixes to code, and requesting the release to production; responding to production incidents based on prioritization and service level agreements; creating and managing database objects to include tables, indexes, procedures, and views; designing and developing architectural models; providing statistical and analytical analysis of data; and developing, designing, and optimizing queries for applications.

Competencies Required:	
Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.	
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	

Technical Skills Required:	
Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.	



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Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in business, computer science, information technology, or a related field.

Experience: Five years of full-time responsible experience as an applications development manager including two years of supervisory and administration.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

ITIL Foundations	Within 6 months of start date
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Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised:

Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decision on hiring and disciplinary actions, evaluating program/ work objectives and effectiveness, and realigning work and staffing assignments, as needed.

Supervision Received:

Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility:

This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).



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Physical Demands:
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, iPhone, iPad, plotter, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: August 2015