



NEW: 07/01/2019  
Submitted: 06/11/2019

JOB TITLE:	ASSISTANT DIRECTOR APPLICATION AND DATA SERVICES
DIVISION	TECHNOLOGY
SALARY SCHEDULE/GRADE:	II, GRADE 11
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8514
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Plans, coordinates, and supervises all activities related to the design, development, implementation of the organization's application development, data warehousing and business intelligence functions. Manages multiple teams supporting different products or lines of businesses. Directs and guides team members, reviews project requests, timeline and cost. Interfaces with business owners to assess project requests, establishes project priorities and manages projects to insure timely delivery of projects. Develops, distributes, supports, enforces and integrates best practices in technology standards across the team. Effectively tracks and annotates work performed according to policies, procedures and performance standards established by the district and/or the department.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Manages, supervises and leads the application development and data services personnel; respectfully represents Information Technology to other teams and business owners
- Plans, coordinates, and supervises all activities related to the design, development, implementation and support of the organization's application development and data systems functions; leads the development of new business systems and works closely with business units and other stakeholders
- Manages multiple concurrent projects, acts as primary interface with business units to understand their needs and assists business units in accomplishing their goals through effective use of business systems and technology
- Determines project priorities and manages project resources throughout the project lifecycles; provides consistent and effective leadership and direction to the application development and data services teams
- Keeps abreast of current software development and data visualization trends, security and privacy challenges, and emerging threats; develops, distributes, supports, enforces and integrates best practices and technology standards. Provides hands-on development assistance, when necessary
- Monitors all aspects of application development on a daily basis and gathers metrics to assist in capacity planning and workload distribution; works closely with the Executive Administrator Information Technology, to advance District initiatives in a timely manner
- Identifies proactively opportunities for operational efficiency and initiates appropriate projects within IT and with other business units to address the need; engages with peers within and outside of IT to ensure timely and accurate communication between teams
- Communicates effectively and routinely with the application development team members, other IT team members and end users regarding all matters pertinent to application development, issue resolution, threats and attacks and customer service
- Engages consistently with other business units to gain a deep understanding of their processes, technology needs and determines the best approach to fulfilling the same in a cost-effective manner; evaluates system/data requests and provides the appropriate guidance and decision to ensure that the deliverable is compliant with data privacy, security and state/federal laws
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor

### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands and for simple grasping and fine manipulations. The work, at times, requires bending, squatting, crawling, climbing and reaching with the ability to lift, carry, push or pull medium weights.

### MINIMUM QUALIFICATIONS

Bachelor's Degree in Computer Science or related field

Five (5) years of direct experience in enterprise software development and managing medium to large enterprise application development teams

Excellent written and oral communication skills, coupled with a strong understanding of enterprise software development methodologies, software development lifecycle, database systems and data exchange methodologies

Verifiable track record of successfully implementing enterprise software solutions

A current, relevant, and industry-recognized certification in application development/project management, or the ability to successfully complete department-designated and department-paid certification(s) within twelve (12) months of hire

Highly motivated, with the ability to function independently and interface with business units

### DESIRABLE QUALIFICATIONS

Master's Degree in Computer Science/Information Systems

PMP certification

Business intelligence and data warehousing experience

Experience in a diverse workplace