

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

MANAGER, Software Development

QUALIFICATIONS

- Bachelor's Degree in Computer Science and five years work experience in Web programming/systems analysis **OR** High School Diploma or equivalence or Florida Special Diploma and ten years work experience in Web programming/systems analysis.
- Proficiency in use of computer applications and technical equipment as related to departmental functions.

KNOWLEDGE, SKILLS, ABILITIES

- Extensive knowledge in the analysis of computing problems and Web application development, especially relational database design and administration.
- Considerable knowledge of systems and programming techniques in an interactive environment.
- Experience in Web application and database design and development using C#, Oracle 11G (and previous versions), MySQL, PHP, Java, .NET, Crystal Reports, and SharePoint.
- Experience with SQL Server 2008 database support, security, tuning and clustering.
- Experience installing, configuring and maintaining various server environments IIS, SQL, and Microsoft Active Directory servers.
- PC software skills including knowledge of Microsoft Access, Word, Excel, and Outlook.
- Knowledge of software for word processing, database, and Web development, graphic design and Web monitoring tools.
- Knowledge of network Internet security procedures and methods of operating characteristics, capabilities and limitations of local and wide area networks, computer equipment and operating systems.
- Knowledge of configuration of services and development tools residing on servers.
- Experience managing code cycle processes, troubleshooting, as well as designing and building Web test environments (such as stress testing) for Web servers and Web sites.
- Technical writing skills necessary to maintain system documentation for use by analysts and Web developers.

SUPERVISION

REPORTS TO Supervisor, IS Applications Programming
SUPERVISES No supervisory duties

POSITION GOAL

To design Web systems and methods to meet user needs, maximizing hardware and software capabilities.

PERFORMANCE RESPONSIBILITIES

1. *Responsible for technical and analytical work requiring analysis, design, programming, and implementation of Web information processing systems in compliance with established standards.
2. *Coordinate work with customer departments, necessitating independent judgment and initiative.
3. *Develop understanding and assumption of total responsibility for assigned systems and applications, including new system development, maintenance, and upgrades to existing systems.
4. *Work closely with user departments to gather information, clarify application objectives, conduct needs assessments, resolve inaccuracies, and develop appropriate specifications for new system development, maintenance, and upgrades to existing systems.
5. *Evaluate user requests for new or modified applications and programs to determine feasibility, cost, and time requirements, compatibility with current systems, and computer capabilities.
6. *Consult with user to identify current operating procedures and clarify program objectives when necessary.
7. *Analyze user requirements to determine and develop system specifications necessary to detail a needed program or modification to an existing program.
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9. *Develop effective systems to meet the identified requirements of user departments.
10. *Design, develop, document, and test programming, and develop conversion plans.
11. *Perform system planning, database design, specification design and documentation, and design layouts of computer programs.
12. *Communicate effectively both orally and in writing.
13. *Maintain regular customer contact to ensure awareness of information system needs and cyclic requirements, and offer improvements utilizing new technology solutions.
14. *Evaluate operational systems and recommend improvements.
15. *Document fact-finding and study results.
16. *Present formal recommendations regarding software specifications to the appropriate administrators.
17. *Apply current technology to solution of problems.
18. *Define systems security and control procedures.
19. *Maintain current knowledge of standard languages.
20. *Organize standard programming projects and assign tasks to personnel.
21. *Act as Project Leader.
22. Perform other duties as assigned, or may be necessary, by the Supervisor, IS Applications Programming.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Repetitive Motion Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes. The work environment for this position is generally an office setting. Most duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment.

TERMS OF EMPLOYMENT

PAY GRADE

AO-10-F \$63,618 - \$97,588
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBA
Personnel Category 14
EEO-5 Line 44
Function 7750
Job Code 1468
Survey Code 82020

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

March 11, 2014
October 9, 2007

ADA Information Provided by Lisa Voltoline
Position Description Prepared by Lisa Voltoline