

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### SUPERVISOR, IS Applications Programming

#### QUALIFICATIONS

- Master's Degree with specialization in Information Systems or a related field and three (3) years related experience, including supervision **OR** Bachelor's Degree with specialization in Information Systems or a related field and five (5) years related experience, including supervision **OR** Associate's Degree and seven (7) years experience in a related field, including supervision.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of administrative computer applications as related to departmental job functions. Web application, Student Information System and PeopleSoft HR/Finance experience preferred.
- Knowledge and demonstrated understanding of the technology and best demonstrated practices used in application life cycle development.
- Proficiency in written and oral communication skills.

#### SUPERVISION

**REPORTS TO** Director of Information Services  
**SUPERVISES** Systems Analyst, Programmer Analyst, Programmer, Junior Programmer

#### POSITION GOAL

***To assist the user community with achieving maximum productivity through the use of automated systems.***

#### PERFORMANCE RESPONSIBILITIES

1. \* Review system and program designs.
2. \* Organize programming projects and assign tasks to personnel.
3. \* Oversee governance of development projects. Report regularly on status of projects to keep district executive leadership aware of priorities and progress of current development requests, and solicit feedback as to our alignment to current district priorities.
4. \* Develop system testing and conversion plans.
5. \* Ensure that all appropriate documentation is available regarding all programs and procedures.
6. \* Establish departmental standards for all programs and procedures to enable maximum use of programming staff.
7. \* Gather and analyze information for developing and modifying information processing systems.
8. \* Fulfill administrative reporting requirements.
9. \* Serve as the District contact with state auditing personnel during and following the course of required audits, review audit findings, make recommendations and prepare (in cooperation with the School Board Attorney) all data necessary to substantiate any appeal of an audit finding.
10. \* Manage and develop a team in line with current district technology needs, with proper skills, training and organizational awareness.
11. \* Interface with extended user community that includes principals and assistant principals.
12. Perform other duties as assigned by the Director of Information Services.

*\*Denotes essential job function/ADA*

# SUPERVISOR, IS Application Programming, Page 2

## EQUIPMENT / MATERIALS

Standard Office Equipment

## PHYSICAL REQUIREMENTS

**Sedentary** 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.  
**Standing** Assuming an upright position on the feet particularly for sustained periods of time.  
**Walking** Moving about on foot to accomplish tasks, particularly for long distances.

## WORKING CONDITIONS

**Indoors** The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

## TERMS OF EMPLOYMENT

### PAY GRADE

**AO-19-K \$77,694 - \$119,193**  
District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

### POSITION CODES

PeopleSoft Position TBD  
Personnel Category 14  
EEO-5 Line 44  
Function Vary  
Job Code 1432  
Survey Code 77210

### FLSA

Applicable  
 Not applicable

Previous Board Approval

### BOARD APPROVED

May 8, 2012

February 27, 2007

ADA Information Provided by EMCS  
Position Description Prepared by Patrick Fletcher