I. PURPOSE SUMMARY. Under general direction of the Chief Information Officer, responsible for the overall implementation and maintenance of county business software applications including ensuring acceptable performance in computing and database systems, providing end user support for business software application and database related challenges and ensuring related systems are functioning properly; Performs and coordinates a variety of computer-related duties including database administration, software application administration, programming and customer support in support of the department and the County. Provides leadership and direction as part of the department management team through hands-on efforts in database design, database administration, application programming and software support and maintenance. Leverages and maximizes division resources to advance departmental goals and activities. Supervises others in the performance of these duties.

II. ESSENTIAL DUTIES.
1. Serve as a working manager in applications programming, database design and database administration.
   A. Lead the business software application implementation process including design, software/database development, and testing.
   B. Design develops, monitor, and manage implementation plans, objectives, budgets, implementation schedules and training.
   C. Report progress and identifies deliverables for business application software implementations.
   D. Monitors costs to ensure application implementations are completed on time and on budget.
   E. Estimate, negotiate and obtain software and hardware resources to meet project requirements.

2. Manage business software applications post installation to ensure acceptable performance which will include maintenance of database management systems.
   A. Ensure that all program and project documentation is completed accurately and on time.
   B. Ensure compliance with established county and departmental management methodologies and standards.
   C. Know and abide by all department and county policies and procedures.
3. Work cross-functionally with other Information Technology staff, partners, vendors, stakeholders, business partners, suppliers, and other teams to ensure successful completion of programs and projects.

4. Supervise/manage applications, programming, and database staff. Perform 24-hour on-call duty as required.

5. Manages budget for section.

6. Performs project management work.

III. ADDITIONAL DUTIES. Perform other IT duties as assigned. Responsible for security in respective area.

IV. QUALIFICATIONS.


B. Experience. Six (6) years experience in: software application development and management; programming languages including BASIC, SQL, and PHP; implementation of business software applications; database design and administration including MQ SQL Server and Oracle 9i; database design supporting dynamic site creation as well as integrating databases into web sites; website database programming and support; management of Oracle Application Server; Crystal Reports designing and implementation (complex reporting techniques); design, development, implementation and maintenance of database management systems; understanding Document Management concepts and applications; and technical guidance and leadership to professional personnel.

C. Education/Experience substitution. In accordance with County Policy.

D. Licenses/Certifications. None.

E. Other (e.g., post-offer medical exam, polygraph, background check, driver’s license record, etc.). Must successfully complete an NCIC and background check.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

- Software application development and management
- Programming languages including BASIC, SQL and PHP
- Implementation of business software applications
- Database design and administration including MS SQL Server and Oracle 9i.
- Database design supporting dynamic site creation as well as integrating databases into web sites
- Website database programming and support
- Management of Oracle Application Server
- Crystal Reports designing and implementation (complex reporting techniques)
Design, development, implementation and maintenance of database management systems
Understanding of Document Management concepts and applications.
Technical guidance and leadership to professional personnel

2. **FREEDOM TO ACT.**
The supervisor outlines overall objectives and available resources. The employee and supervisor, in consultation, discuss timeframes and the scope of assignments. The employee determines the most appropriate principles, practices, and methods to apply, resolves most of the conflicts that arise, and keeps the supervisor informed of progress and of potentially controversial matters.

3. **GUIDELINES AND JUDGMENT.**
Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

4. **PHYSICAL DEMANDS.**
The work is sedentary, typically requiring the employee to sit comfortably to do the work. There may be some walking, standing, bending, carrying of light items.

5. **WORK ENVIRONMENT.**
The work area is adequately lighted, heated, and ventilated. The work environment involves everyday risks or discomforts that require normal safety precautions.

6. **SUPERVISORY RESPONSIBILITY.**
The position plans overall work objectives and establishes priorities consistent with broad goals and objectives; develops, modifies and approves work methods or procedures; coordinates diverse work activities; allocates available resources consistent with the established budget; reviews operations to determine whether goals and objectives are being met; has full supervisory responsibilities including recommending hiring, firing, promotions and completing performance evaluations. The position supervises other supervisors.

V. **EMPLOYEE ACKNOWLEDGEMENT:**

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by:  

_________________________  ____________________  
Employee                        Date

Printed name:  

_________________________  ____________________  
Employee                        Date