

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Manager I, Applications Development and Support	REPORTS TO:	Manager III, Technology Services
DEPARTMENT:	Information Technology Services	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 29, 2010	SALARY:	E-24/Management Salary Schedule

(Former Classification: Applications Programming Supervisor)

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of an assigned area; plan, organize and direct technical service aspects of the applications programming section to provide timely delivery of high quality technological services to meet the needs of the District; supervise, train and evaluate assigned staff.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Plan, organize and direct the day-to-day activities of the programming sections for on-line programming, application systems development and maintenance to provide timely delivery of high quality technological services to the sites and departments. *E*

Participate in the development of goals and objectives for assigned area(s) in support of educating students at a high level to achieve their personal best; make recommendations for changes and improvements; implement approved changes and monitor work activities to ensure compliance with in established guidelines. *E*

Provide overall project management; assign projects to staff; monitor, review and provide technical assistance in programming efforts ensuring the effective and efficient operation of assigned areas. *E*

Provide technical support to major conversions; ensure proper interaction of programming efforts with vendors; confer with sales and manufacturing representatives regarding form design, technical problems and the latest developments in Information Technology equipment and methods of operation. *E*

Assist in de-bugging programs and provide troubleshooting assistance as necessary to assure proper system operation; analyze operations to establish priorities in developing effective short and long range plans to ensure the most efficient use of equipment and personnel. *E*

Confer and collaborate with Chief Technology Officer and department managers concerning departmental matters of scheduling, priorities, procedures, workload and problems to ensure timely delivery of technological services to staff. *E*

Prepare technical studies and recommendations on the application, utility and feasibility of school-wide data processing systems; remain current and knowledgeable on new technology issues and development; work collaboratively with others to prioritize and develop uses for new technology. *E*

Interview and select highly qualified employees; supervise, evaluate performance and provide for training and development of assigned employees in support of professional learning. *E*

Establish documentation standards for general flow process diagramming and detailed flow charting. *E*

Collect, prepare and analyze data relative to assigned area; make timely recommendations for programmatic or system changes in order to provide timely delivery of technological services to the departments and sites.
E

Assist in preparing and justifying budgetary requirements to ensure the financial viability of the District. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in computer science or closely related field and three years of programming experience including one year of experience as a lead programmer.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of assigned area.
Principles and practices of supervision and training.
Project and program planning techniques, scheduling and control.
Capabilities, operation and utilization of computer systems and related equipment.
Systems and procedures analysis and development.
Applicable computer language and software product evaluation.
Requirements and restrictions of data base concepts.
Management information systems.
State codes related to assigned projects.
Spreadsheet and word processing systems.
Interpersonal skills using tact, patience and courtesy.
Labor Relations law and employee contracts.
Analytical and problem solving abilities.
District organization, operations, policies, objectives and goals.

ABILITY TO:

Train, supervise, evaluate and provide work direction to assigned staff.
Learn and use new program languages and operating systems.
Perform systems analysis activities including the development of cost efficient, auditable, and secure systems.
Design forms, develop test techniques and test computer programs and systems.
Assist users in determining their needs.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Communicate, understand and follow both oral and written directions effectively.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work to meet schedules and time lines.
Make presentations and deliver in-services in area of specialty.
Work independently with little direction and many interruptions.
Demonstrate loyalty and high ethical standards.
Focus and appropriately allocate resources toward identified goals.
Manage change and design an effective system of reporting progress and monitoring results.
Negotiate skillfully in difficult situations and create solutions to promote compromise.
Think outside the box and develop new methods or solutions inspiring others to reach a common goal
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.; driving a vehicle to conduct work; extended viewing of a computer monitor; occasional contact with dissatisfied individuals; constant interruptions.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting or standing for extended periods of time; lifting light objects; walking to supervise activities; hearing and speaking to exchange information and make presentations; seeing to perform activities; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials; lifting to move computer equipment.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions