



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

Assistant Director Information Technology Applications Development

Class Code: 1624

Work Days: 225

GENERAL PURPOSE

Manage, plan, organize, and supervise application development services within the Information Technology Division; coordinate assigned activities with other divisions and outside agencies; and provide assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives general supervision from higher level management staff.
2. Exercises direct supervision over management staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; and implement policies and procedures.
2. Manage, plan, organize, and supervise application development services within the Information Technology Division.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures and recommend, within division policy, appropriate service and staffing levels.
4. Review, investigate, evaluate, and select new technologies for current and future business needs; and ensure that all technologies comply with OCDE standards and strategic direction.
5. Select, train, plan the work of, supervise, and evaluate staff; provide coaching to employees; collaborate on goal development; set clear expectations; provide constructive feedback; assist in improvement as needed; and check in regularly for understanding.
6. Develop and maintain project schedules; plan, organize, coordinate, schedule, and track project tasks and milestones.
7. Conduct meetings with customers and transform requirements into practical applications.
8. Attend and participate in professional group meetings; stay abreast of new trends and innovations.
9. Generate documentation for staff and training.
10. Resolve difficult and complex application problems through on-site analysis and effective utilization of technical staff, coordination with other information technology staff, and use of vendor contracts.

-
11. Provide assistance to school districts, other divisions, and departments on application development, upgrades, and replacement.
 12. Contact vendors for solutions, technical references, and/or services required for application upgrades and maintenance.
 13. Receive and analyze requests for system modifications or new application development in assigned program areas; recommend and implement solutions to problems or design systems as needed; coordinate or perform detailed analysis, development, and testing of new applications.
 14. Analyze procedures and data to develop logical solutions to complex application programming problems.
 15. Evaluate application development practices and create development standards, policies, and procedures.
 16. Create and perform complex application analysis design and development duties.
 17. Keep up-to-date on business application development and implementation, database architectures, technologies, and methodologies, and attend training classes as necessary.
 18. Evaluate OCDE application development needs and apply technical principles and concepts to develop business solutions.
 19. Monitor quality assurance and security procedures for business applications.
 20. Ensure application design and development policies are adhered to.
 21. Independently perform complex application development/programming analysis.
 22. Provide detailed design and specification documentation for all applications and databases.
 23. Develop, maintain, and enforce database standards and procedures.
 24. Verify stability, interoperability, portability, security, and scalability of application architecture.
 25. Install, research, test, and verify the proper functioning of software updates.
 26. Create and enforce application development security standards.
 27. Perform related duties similar to the above in scope and impact as required.
 28. Demonstrate attendance sufficient to complete the duties of the position as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Principles, practices, methods, and techniques of information systems project management.
2. Principles and practices of program development and administration.
3. Principles and practices of budget preparation and administration.
4. Procedures, methods, and techniques of project and workflow management and organization.
5. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
6. Pertinent federal, state, and local laws, codes, and regulations.
7. Methods and techniques for evaluating business requirements and developing information systems solutions

-
8. Methods and techniques used to design, develop, test, and implement applications.
 9. Principles and practices of computer programming and systems analysis.
 10. Principles and practices of programming languages and operating systems.
 11. Concepts and principles of payroll and other business applications development and implementation.
 12. Concepts and principles of web application design, development, and implementation.
 13. Principles and practices of system testing, analysis, and security administration.
 14. Methods and techniques for developing complex application technical manuals and documentation.

Ability and Skill to:

1. Select, train, lead, coach, direct the work of, supervise, and evaluate management, supervisory, professional, and technical employees; and effectively delegate authority and responsibility.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
3. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
4. Interpret and apply federal, state, and local laws, codes, and regulations.
5. Provide project oversight and support and manage multiple projects and requests.
6. Establish and maintain effective working relationships with various constituencies.
7. Prepare clear and concise correspondence, reports, and other written materials.
8. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
9. Communicate clearly and concisely, both orally and in writing, in English; and present information effectively in front of both large and small groups.
10. Manage multiple large-scale complex projects.
11. Learn core business concepts, how to implement changes, and their impact on the application and related business units.
12. Research and evaluate new technology in the assigned area of responsibility.
13. Prepare and administer program budgets.
14. Research, analyze, and evaluate new service delivery methods and techniques.
15. Oversee and participate in the management of complex application design and development programs.
16. Serve as project manager on extensive application programming and analysis projects.
17. Evaluate client business requirements and implement information technology solutions.
18. Perform highly complex systems analysis and programming duties.
19. Troubleshoot and diagnose operational problems and articulate resolutions.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a bachelor's degree in a computer-related field and five (5) years of experience in the areas of software application design, development, and deployment of enterprise-level N-tier architecture in a Microsoft .NET framework including two (2) years of administrative and supervisory responsibility; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods; and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and move items weighing up to 25 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is fast-paced with high pressure.