Job Summary:
The job of Application Manager is done for the purpose/s of designing, developing and implementing financial software systems that will be used by our County Office of Education and our school districts. This person will manage the programmer analysts, work on software systems, and interface with end-users in creating and supporting solutions for complex business systems.

Essential Job Functions:
▸ Analyzes systems for the purpose of staying current with services and applications to be offered or utilized in our office.
▸ Changes application system for the purpose of updating existing business systems to perform new or changed tasks.
▸ Creates multi-tier business application systems for the purpose of moving the design efforts into computer software that can be used by the customer in solving the business need.
▸ Designs business application systems for the purpose of creating a base from which a computer software solution can be developed.
▸ Evaluates programmer analysts for the purpose of motivating and identifying the areas where a programmer analyst can improve their value to the office.
▸ Implements software applications for the purpose of transitioning the application from the design and creation phase of development into actual use by the end-user or supporting department.
▸ Maintains computer and application systems for the purpose of ensuring the work stations and servers are backed up, operational and able to be utilized by business users and programmers.
▸ Manages programmer analysts for the purpose of coordinating and directing their efforts in creating a computer-based solution to business-related problems.
▸ Plans the budget for the purpose of forecasting anticipated cost for projects.
▸ Reports project status for the purpose of keeping the Information Systems Director and user departments abreast of projects' progress and requirements.
▸ Supports users for the purpose of ensuring the systems designed and created are operational.
▸ Trains programmer analysts for the purpose of enhancing the skills and ability of the programmer analyst to support business services.
▸ Trains end-users for the purpose of ensuring the user is able to perform their function with the system created and designed for them.
▸ Writes computer applications for the purpose of moving an idea for a computer solution into a working computer software solution.

SKILLS are required to perform multiple highly complex technical tasks with a continual need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include:
▸ **Skills to:**
  • Lead, motivate and create a team spirit with software staff.
  • Manage a software project and produce timely and accurate products.
  • Estimate and analyze projects to determine development requirements and time lines.
  • Evaluate the strengths of staff members and to aid in their growth while maximizing performance.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes:
▸ **Knowledge of:**
  • Object oriented programming languages including Visual Basic and Active X controls.
  • Microsoft's Standard Query Language.
  • Microsoft Server Systems.
  • Financial systems and fund accounting and/or Personnel/Payroll systems is desired.

Specific abilities required to satisfactorily perform the functions of the job include:
▸ **Ability to:**
  • Establish and maintain effective working relationships with those contacted in the performance of duties.
  • Introduce and train others on software technologies.
  • Demonstrate software products to end-users in individual and large group settings.
  • Optimize staff productivity and product development.
  • Parse a business system problem into components that can be worked on by multiple programmers.
  • Train programmers in understanding the business problem.

Experience Required:
▸ In-depth knowledge of county office of education business systems.
▸ Successful project management experience working as a programmer analyst.

Education Required:
▸ A Bachelors Degree is preferred but five years experience as a programmer analyst will equate.
▸ Must possess a firm grasp on the technologies used in an N-tier business application.

Licenses, Certificates, Bonds, Testing Requirements.
▸ Valid California Drivers License and proof of automobile insurance.
▸ Department of Justice and FBI Fingerprint Record Response will be required upon employment.

Other Special Requirements/Qualifications:
▸ The applicant should have the ability to communicate effectively over the telephone, videoconference, or in a seminar setting.   **12-16-99**