

JOB DESCRIPTION

Job Title: Application Manager (6642)

Job Summary:

Under the supervision of the direction of the External Business Services (EBS) Director and/or designee, design, develop, and implement financial software systems that will be used by our County Office of Education and our school districts. This position will manage the software development staff, work on software systems, and interface with end-users in creating and supporting solutions for complex business systems.

Essential Duties:

- Design, develop, implement, and regularly update business application systems to meet a variety of needs across multiple departments.
- Analyze and recommend changes to application systems to ensure they continue to align with services and applications utilized throughout TCOE.
- Plan and implement changes to application systems to perform new or updated tasks.
- Train system users and ensure they are able to perform all applicable functions within the system.
- Provide ongoing support and guidance to end-users in implementing changes and ensuring applications are operational and functioning appropriately.
- Evaluate, train, coach, provide guidance, and coordinate work of assigned personnel including assigning duties, reviewing work to assure accuracy and completeness, and providing input concerning employee interviews and evaluations as requested.
- Regularly communicate with director, staff, and applicable departments regarding the status of projects.
- Assist with developing and managing department budgets to forecast anticipated costs and ensure compliance with budgetary and funding regulations associated with all projects.
- Work in conjunction with director to serve as a technical resource regarding all business systems.
- Adhere to the schedules, policies, and procedures as determined by the Tulare County Office of Education.
- Work collaboratively with director and team members to assure the effective and efficient operation of the department.
- Actively research and stay updated on trends and technologies related to the business application systems and explore innovative solutions to challenges.
- Attend, participate and facilitate a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Perform other related duties, as assigned.

Responsibilities: working independently and following standardized practices and regulations; supervising staff and overseeing an assigned work area. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 70% sitting, 20% walking and 10% standing. The job is performed under minimal temperature variations.

Skills, Knowledge and/or Abilities Required:

Skills to:

- analyze and evaluate situations accurately and adopt an effective course of action;
- direct, prioritize, and schedule assignments, coordinate activities, information, personnel, and resources to assure department operations run smoothly and effectively;
- manage multiple software projects and produce timely and accurate products;
- define problems, research, and collect information, establish facts, and develop appropriate conclusions;
- organize work, set priorities, and meet established deadlines in a dynamic work setting;
- maintain confidentiality of information;
- follow complex verbal and written instructions;
- communicate effectively orally and in writing;
- appropriate use of English word usage, spelling, grammar, and punctuation;
- operate a computer and utilize accounting software and systems to enter data, compile information and generate reports and forms.

Knowledge of:

- principles of management, supervision, and training;
- applicable sections of the State Education Code, Local, State and Federal laws, codes, regulations and requirements as related to assigned activities;
- software architecture and design patterns;
- current, enterprise-level software development with the following:
 - frameworks (.NET, .NET Core, Entity, MVC, Web API, etc.);
 - architectures (multi-tier, client/server, authentication, JSON, REST, reporting, SOAP, templating, WebApp, etc.);
 - design patterns, methodologies, and trends.
 - databases integration (MS Sql Server)
- object-oriented, mobile, scripting, and web programming languages (C#, CSS, HTML, JavaScript, JQuery, PowerShell, XML, etc.);
- visual Basic 6.0 and development of ActiveX controls is desired;
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Ability to:

- work and communicate effectively with people of various education and socioeconomic backgrounds;
- work accurately and independently with great attention to detail;
- establish and maintain effective working relationships with county staff, school district staff, employees, and outside agencies;
- write clear and concise technical instructions, memos, and correspondence;
- introduce and train others on software technologies;
- demonstrate software products to large groups of end-users;
- provide technical support to a variety of users;
- supervise, train and evaluate professional, technical and clerical staff;
- communicate effectively, both verbally and in writing, with staff and other professionals.

Experience Required:

- Five years of experience in designing and managing complex software systems is required.
- One year of project management and/or supervisory experience is required.
- Experience managing business systems for a school district or County Office of Education is preferred.

Education Required:

- Bachelor degree in information technology or a related field **OR**
- Associate degree plus five years of project management and/or supervisory experience.

Other Requirements:

- Valid California driver's license and proof of automobile insurance;
- Department of Justice and FBI Fingerprint Response (upon hire).

FLSA Status: Exempt

October 2024

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.