

SCHOOL DISTRICT OF SARASOTA COUNTY**JOB DESCRIPTION****MANAGER APPLICATION OPERATIONS****SALARY SCHEDULE: ADMINISTRATIVE – E****COST CENTER: TECHNOLOGY AND INFORMATION SERVICES (9018)****QUALIFICATIONS:**

Candidates for this key Information Technology leadership position must be able to demonstrate the following to the satisfaction of the Director of Technology and Information Services:

- proven ability to successfully assess and apply best practices and/or current technologies to enhance the attainment of the District's educational and technological objectives.
- proven ability to work in a participative, collaborative manner with School employees, Administration employees and external partners as appropriate in the development and implementation of new technologies.
- current knowledge of industry best practices, current and emerging technologies and a demonstrated ability to utilize that knowledge to propose to the Director and leadership team strategic and tactical directions appropriate to the technologies under their direction.
- Demonstrate a proven ability to execute and deliver technologies quickly and effectively.
- Bachelor's Degree from an accredited educational institution in a related business area.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to meet and deal tactfully with district personnel and information services staff. Ability to plan and schedule computer software systems development and review related work of systems analysts and programmers to conformity with plans and directives.

REPORTS TO:

Director Technology and Information Services

JOB GOAL

To provide leadership and technical expertise in the development and execution of strategic and tactical plans around the operation and enhancement of production applications. To lead by example in all interpersonal and performance aspects of this key role.

SUPERVISES:

Computer Systems Analysts
Computer Programmers
Systems Supervisors
Other assigned personnel

PERFORMANCE RESPONSIBILITIES:

- *(1) Coordinate system analysis and applications development activities.
- *(2) Direct development teams in the areas of scheduling, technical direction, future planning and standard development practices.
- *(3) Meet scheduled milestones to ensure project/program objectives are met in a timely manner.
- *(4) Support and deliver dependable applications throughout the county.
- *(5) Provide consulting and contract management services, systems integration, and delivery of projects within established budget and deadlines.
- *(6) Lead in collaboration with other Managers as necessary, the definition of the enterprise business process views (the macro systems view) and the development of the interconnections of systems (the micro systems view) to support enhanced business outcomes.

MANAGER APPLICATION OPERATIONS (CONTINUED)

- * (7) Lead in collaboration with other Managers as necessary, the definition of data standards and interconnection of data repositories necessary to support enhanced business analytics and decision support.
- * (8) Lead in collaboration with other Managers as necessary, the development of a three year strategic plan for the retirement, replacement or refreshing of our application portfolio.
- * (9) Provide leadership to ensure consistency, collaboration and the application of the strategy and standards in deliver of the services we offer district in the consultation, assessment, management and implementation services around enhancements and upgrades to our operational technologies.
- * (10) Consult with present and potential district users of computer systems for preliminary determination of system and/or program feasibility.
- * (11) Assign system development tasks to, and supervise the work of systems analysts and programmers.
- * (12) Assign systems analysts and programmers to project teams as the need arises.
- * (13) Supervise assigned personnel, conduct annual performance appraisals and make recommendation for appropriate employment action.
- * (14) Chair structured walk through committee of Information Services to review and approve all designs for changes to existing system and proposed new systems.
- * (15) Evaluate application software packages for their use in the district and assist in installation, as required.
- * (16) Schedule work flow and develop programming techniques to assist the programming staff.
- * (17) Establish and maintain systems and programming standards and procedures for Information Services.
- * (18) Evaluate the work of supervisors, systems analysts and programs.
- (19) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (20) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities