Senior Manager, Integrated Applications and Systems

Purpose Statement

The job of Senior Manager, Integrated Applications and Systems is done for the purpose/s of directing and providing leadership for project management, technical architecture, standards development and system administration practices for school districts and County Office Staff; providing support for advanced software systems and web-based system development; and training, supervising and evaluating the performance of assigned personnel.

Essential Functions

- Collaborates with internal and external personnel (e.g. other administrators, personnel, outside organizations, etc.) for the purpose of coordinating activities and programs, resolving issues and conflicts, exchanging information, and promoting group cohesion and trusted partnership.

- Communicates and works with districts on a variety of requests (e.g. enhancements, extracts, uploads, integration of system, new systems, etc.) for the purpose of ensuring alignment of priorities and providing software and services that meet the business needs of our client districts in a timely and cost-effective manner.

- Coordinates script development for the purpose of providing support between SAS, SIS and school districts and charters in San Diego, Imperial and Orange Counties in aligning vendor software extracts to their business needs.

- Directs short-term and long-term goals for the department for the purpose of providing innovative software solutions and services that meet the business needs and initiatives across the organization and in client districts.

- Directs new and emerging technologies, frameworks, trends and directions in information technology (e.g. Yammer, Office 365 team hubs, SharePoint, etc.) for the purpose of meeting organizational goals and moving the organization forward in technology.

- Directs department operations; the maintenance of services and the implementation of new programs and/or processes (e.g. project management, budget, strategic activities, technical architecture, standards development, system administration practices, payroll software production, SharePoint permissions, etc.) for the purpose of ensuring that software, services and solutions provided by the department support an enhanced level of productivity, efficiency and/or new service offerings for the organization.

- Facilitates meetings, workshops, seminars, etc. (e.g. personnel actions, financial procedures, regulatory requirements, actions involving outside agencies, inter-district needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.

- Initiates and oversees research and development efforts of unit members for the purpose of developing new services and ensuring compliance with established guidelines.

- Leads the process for establishment and integration of standards development and systems administration practices for the purpose of adopting best practices and technology standards with consistency and maintainability in the delivery and support of software solutions.

- Manages critical system issues across the department and between various departments (e.g. Network Services, the Data Center, the ITS Help Desk, MITI, Internal Business, Human Resources,

The CRC, Financial Accounting, Commercial Warrants, etc.) for the purpose of responding to critical issues, ensuring communication across units and resolving the issues as quickly as possible.

- Oversees research and development efforts of unit members for the purpose of investigating, identifying and adapting new frameworks, tools, technologies and concepts leading to new services, solutions and/or procedures to improve client service and/or cost savings across the organization and to client districts.

- Performs personnel administrative functions (e.g. directing, training, supervising, etc.) for the purpose of enhancing productivity of personnel in the design, development, implementation and configuration of advanced software systems.

- Provides leadership for program and project management and technical architecture for the purpose of coordinating resources across projects, minimizing risk and maximizing the value of the software development portfolio and lifecycle.

- Serves as a technical resource to department and districts' staff for the purpose of providing information and/or advice regarding active or planned projects.

- Supports and provides technical expertise, information and assistance to assigned administrator for the purpose of partnering in leading the development of the strategic direction in information technology,and keeping SDCOE on the leading edge to meet organizational goals.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; preparing and maintaining accurate records; analyzing budgets; analyzing data; and estimating required resources.

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 based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; technical business operations; basic principles of accounting, payroll and human resources; and agile development methodology.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling,   and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience   Job related experience within a specialized field with increasing levels of responsibility is required.

Education   Bachelors degree in job-related area.

Equivalency   Any combination equivalent to a bachelor's degree in business, information systems, computers, or or related field and five (5) years of responsible professional - level experience in application programming and analysis. Experience in a supervisory capacity is required.

FLSA State: Exempt

Salary Range: Classified Management, Grade 47

Personnel Commission Approved: October 19, 2016