Job Description

POSITION TITLE:	**Director I – Senior Software Architect**	**#6106**
	CodeStack	
	Office of the Superintendent	

SALARY PLACEMENT:	**Senior Management Salary Schedule**
	Range 01

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:
Possess a Bachelor's Degree with a concentration in computer-related technology and/or Business Administration; or equivalent experience in management information systems.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:
Five years of experience in management information system development; five years of full-time systems analysis and programming experience using the Microsoft .NET platform as well other as industry standard programming languages; five years of experience as an information systems project or team leader; five years' experience developing web-based applications, working knowledge of data communications and personal computer hardware and software applications. Possess a Master's Degree with a concentration in computer-related technology and /or Business Administration.

KNOWLEDGE, SKILLS, AND ABILITIES:
Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Ability to oversee and manage budgets. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:
Architect enterprise scale software systems. Manage the development of server-side infrastructure for web applications that leverage Microsoft .NET technologies such as MVC and Web API as well as cloud services such as Azure or AWS. Ability with a wide range of client-side technologies for creating mobile apps as well as rich web apps. Knowledge of iOS and Android development as well as HTML and JavaScript development using frameworks like AngularJS. Ability to determine appropriate data persistence mechanisms that leverage RDBMS and NoSQL databases. Thorough knowledge of design patterns as well as test driven development practices. Manage software development teams using an Agile methodology such as SCRUM.

DISTINGUISHING CHARACTERISTICS:
The Director I series represents advanced management positions and has three levels.

SUMMARY OF POSITION:
Under the general direction of the Division Director of CodeStack, the Director I independently performs system analysis, design, programming, documentation, task implementation and program maintenance of difficult systems in a large and diverse user environment within a broad framework of standards, policies, and procedures, utilizing

current techniques and methodologies.

ESSENTIAL FUNCTIONS:
Essential functions may include, but are not limited to:
1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represents the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Analyze existing or proposed projects and requests to determine the feasibility for technical adaptation; may prepare cost estimates for these proposed projects, documents and present written reports detailing the analysis performed.
14. Design complex systems, detailing procedures to be followed by users; revise and create departmental forms for data processing applications or manual procedures; prepare system and data flow diagrams; translate problem statements into programming definitions.
15. Create highly intricate programs utilizing current departmental programming techniques and standards; code and debug program; coordinate testing and data conversion.
16. Implement new and revised systems by providing training to users and staff; create and transition efficient operational procedures, including effective hardware utilization and adequate backup processes; make recommendations on technical modifications to the end user hardware and software work environment.
17. Assist in the research of new products and services that will enhance the technical productivity of the department and enable the Data Center to provide increased levels of service to the user community.
18. Responsible for training of CodeStack Web Programmers in the latest programming technology.
19. All other duties as assigned.

PHYSICAL REQUIREMENTS:
Employees in this position must have the ability to:
1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 50 pounds to waist height.

WORK ENVIRONMENT:
Employees in this position will be required to work indoors in an educational and standard environment. Employees may come in direct contact with students, parents**,** SJCOE and school district staff, outside agency staff, and the public.

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