



Applications Manager

General Information

| | |
|-----------------------------|------------|
| Classification Code: | MGRPRG |
| Effective Date: | 09/23/2020 |
| Pay Grade: | D62 |
| FLSA Status: | Exempt |

Position Summary

Under the general direction of the Information Technology Director, the Applications Manager provides technical leadership for every aspect of software development life cycle and establishes and administers the overall strategies and procedures for the Applications Division. Works with various department heads to determine software requirements, meets with management to discuss how business applications requirements can achieve business objectives. Supports the leadership with creating strategic plans to accomplish technical and business objectives. Recommends and assists in the development of the strategic vision, goals and objectives for the division.

Classification Characteristics

The Applications Manager falls under the Manager/Program Manager classification and is responsible for interpreting and carrying out the programs or objectives set by Senior Program Managers or Executive Managers and decide how best to use the assigned resources. This position is distinguished from the Information Technology Director in that the latter has overall responsibility for all functions of the IT Department and for developing, implementing, and interpreting public policy. Manager/Program Managers have responsibility for one or two program areas whereas the higher level classification has responsibility for multiple program or major project areas.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

- 1 Manages and supervises staff to include: scheduling, prioritizing, assigning, monitoring and reviewing work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures, and maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
- 2 Participates in the preparation, administration, and monitoring of the department budget; prepares cost estimates for budget recommendations; submits justifications for equipment and staff, monitors and controls expenditures; develops and reviews RFI's, RFP's and bids; negotiates, administers and enforces vendor contracts.
- 3 Scopes out projects including providing deliverables, schedules and budgets; and maintaining all such information in a living document; tracks the achievement of milestones and reports to senior management as part of status updates.
- 4 Identifies and develops solutions by studying existing technology architecture, evaluating solution alternatives, developing prototypes, and managing documentation of detailed technical requirements.
- 5 Examines, measure, and optimize the software delivery process across the organization. Drive innovation activities and come up with new technologies, capabilities and solutions that can take the product to a higher adoption and user satisfaction levels.

| Essential Duties | |
|-------------------------|--|
| 6 | Set engineering standards and drive for adoption of advanced tools and methodologies (including concepts such as Security by Design) for improved efficiency and quality. |
| 7 | Drives innovation activities and come up with new technologies, capabilities and solutions that can take the product to a higher adoption and user satisfaction levels. |
| 8 | Implement, monitor and measure operational and applications security activities including identifying sensitive data, identifying possible threats, analyzing and ranking vulnerabilities and monitoring the implementation of counter measures such as system hardening standards, patching, etc. |
| 9 | Assess existing application security practices based on organizational risk tolerance and current state and develop roadmap for the remediation of high priority gaps based on risk based approach. |
| 10 | Participate in the evaluation of new solutions by ensuring the vendor or product adheres to security best practices by conducting a security review, threat and risk assessment or privacy impact assessment where needed. |
| 11 | Develop and deploy vendor management strategies from contract review and inclusion of necessary security controls in conjunction with legal and other relevant departments;; monitoring and measuring performance through SLAs, KPIs. |
| 12 | Performs other duties of a similar nature or level. |

| Functional Specific Responsibilities | |
|---|--|
| N/A | |

| Qualifications | |
|--|--|
| Minimum Qualifications: | |
| <ul style="list-style-type: none"> • Bachelor’s Degree in a related field; and 5-7 years progressively responsible experience in a field related to area of assignment; and 1-2 years of program and or personnel management experience or equivalent combination of knowledge, skills, education and experience in order to successfully perform the job. | |
| Licensing/Certifications: | |
| <ul style="list-style-type: none"> • Required: <ul style="list-style-type: none"> ○ Valid Oregon Driver’s license at time of appointment, depending on area of assignment. • Preferred: <ul style="list-style-type: none"> ○ Application certification: PeopleTools Training, People Code Training, MCSD or similar. ○ Project Management certification: PMI or similar. | |
| Technology Skills: | |
| <ul style="list-style-type: none"> • Experience implementing security into applications development lifecycle. • Experience supporting Financial and Human Resource business areas such as payroll cycles, fiscal years, government employment needs, union bargaining agreements, licensing, permitting, records management, etc. • MS Office365 suite software • Enterprise resource planning (ERP) software such as Oracle, PeopleSoft, supporting software such as MS SQL Server, T-SQL, WebLogic, etc. • Accounting/Budget, document management, business intelligence, and etc. software. | |

Qualifications

Knowledge Required:

- Finance and Human Resources – Knowledge of Financial and Human Resource business areas such as payroll cycles, fiscal years, government employment needs, union bargaining agreements, licensing, permitting, records management, etc.
- **Project Management** – Knowledge of Information Technology Project Management such as those based on the Project Management Body of Knowledge (PMBOK).
- **Computers and Applications** — Knowledge and proficient in designing software, web applications, and web services, database models.
- **Programing Languages** - knowledge of principles and techniques of computer application programming languages, operating systems and environments, and software development environment, examples include ANSI SQL, PowerShell, .NET, PeopleSoft COBOL, .
- **Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Administration and Management** - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- **Information Methodology** - Knowledge of the practical application of information science and technology, such as applying methods and principles like Agile, Dev/Ops, Information Engineering, Waterfall, etc.
- **IT Service Management** – Knowledge of IT service management methods such as Information Technology Infrastructure Library (ITIL) and implementations such as the COBIT framework.

Skill Required:

- **Judgment and Decision Making** - Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Monitoring** - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Complex Problem Solving** - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Management of Personnel and Financial Resources** - Motivating, developing, and directing people as they work, identifying the best people for the job. Determining how money will be spent to get the work done, and accounting for these expenditures.
- **Social Perceptiveness** - Being aware of others' reactions and understanding why they react as they do.
- **Systems Evaluation** - Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- **Time Management** - Managing one's own time and the time of others.
- **Negotiation** - Bringing others together and trying to reconcile differences.
- **Programming** - Writing computer programs for various purposes.

Abilities:

- **Written and Oral Comprehension** - The ability to read or listen to and understand information and ideas presented in writing and through spoken words and sentences.
- **Oral and Written Expression** - The ability to communicate information and ideas in speaking and writing so others will understand.
- **Problem Sensitivity** - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Fluency of Ideas** - The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- **Originality** - The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

| Physical Requirements | | | | | | | | | | | |
|---------------------------|------------------------|-----------------------------------|--|------------------------------------|--|------------------------------|----|-------|--------|--------|---------|
| Key | None 0% (0 hrs.) | Seldom 1-10% (Up to 1 hrs.) | Occasionally 11-35% (Up to 3 hrs.) | Frequently 36-75% (3-6 hrs.) | Continuous 76-100% (6+ hrs./day) | | | | | | |
| | 0% | 1-10% | 11-35% | 36-75% | 76-100% | | 0% | 1-10% | 11-35% | 36-75% | 76-100% |
| BODY POSITIONS | | | | | | PUSH/PULL | | | | | |
| Standing | | X | | | | 0-10 lbs. | | | X | | |
| Sitting | | | | | X | 11-20 lbs. | | X | | | |
| Walking – Even Surface | | X | | | | 21-50 lbs. | X | | | | |
| Walking – Uneven Surface | X | | | | | 51-75 lbs. | X | | | | |
| Kneeling | X | | | | | 76-100 lbs. | X | | | | |
| MOVEMENTS | | | | | | ENVIRONMENTAL HAZARDS | | | | | |
| Bending/Stooping | | X | | | | Indoors | | | | | X |
| Twisting | | X | | | | Outdoors | X | | | | |
| Crawling | X | | | | | Dust | X | | | | |
| Squatting/Crouching | X | | | | | Fumes/Odors/Gasses | X | | | | |
| Balancing | X | | | | | Chemical Agents | X | | | | |
| Reach – Overhead | X | | | | | Biological Agents | X | | | | |
| Reach – Forward | | X | | | | Noise – Low | | X | | | |
| Reach – Backward | X | | | | | Noise – Moderate | X | | | | |
| Climbing – stairs | X | | | | | Noise – High | X | | | | |
| Climbing - ladder | X | | | | | Low Light | X | | | | |
| USE OF HANDS | | | | | | Heat | X | | | | |
| Grasping – whole hand | | X | | | | Cold | X | | | | |
| Grasping – pinch grip | | | X | | | Restricted workspace | X | | | | |
| Fine manipulation/feeling | | | X | | | Vibration – whole body | X | | | | |
| Keyboarding | | | | X | | Vibration - extremity | X | | | | |
| LIFT/CARRY | | | | | | JOB SPECIFIC | | | | | |
| 0-10 lbs. | | | X | | | Driving – vehicle/equipment | X | | | | |
| 11-20 lbs. | | X | | | | Operate foot controls | | | | X | |
| 21-50 lbs. | X | | | | | Seeing | | | X | | |
| 51-75 lbs. | X | | | | | Talking | | | X | | |
| 76-100 lbs. | X | | | | | Hearing | | X | | | |
| | | | | | | Extended work hours | X | | | | |

Classification History

07/2020 – Created
09/2020 – Adopted

I have reviewed the job description.

Employee: Name _____ **Signature** _____ **Date** _____