CLASS TITLE: APPLICATIONS MANAGER

BASIC FUNCTION:
Under the direction of the Chief Technology Officer - Technology Services, lead, manage and represent the Applications Team of the Technology Services Department. Plan, coordinate, manage and oversee multiple projects to design, develop, implement, maintain and enhance third party and in-house applications and related infrastructure. Act as Project Manager for the acquisition, development, documentation, testing, training, and enhancement of existing and new computerized business systems used by the organization; Lead team of Programmer/Analysts, Information Technology Analysts and other technical resources to identify customer requirements, consider available technologies and implement appropriate solutions. Assist Technology Services and SBAS staff in interpreting rules and regulations and the Education Code and in developing computerized software systems. Participate and contribute to the overall management and teamwork of the Technology Services Department.

REPRESENTATIVE DUTIES:
Lead, manage and represent the Applications Team of the Technology Services Department; Plan, coordinate, manage and oversee multiple projects to design, develop, implement, maintain and enhance third party and in-house applications and related infrastructure; Lead a team of Programmer/Analysts, Information Technology Analysts and other technical resources to identify customer requirements, consider available technologies and implement appropriate solutions; Participate and contribute to the overall management and teamwork of the Technology Services Department; Make recommendations to management concerning the use of new technology; Oversee the design, implementation, maintenance, security and administration of database systems; Act as Project manager for the acquisition, development, documentation, testing, training, and enhancement of new and existing computerized systems; attend planning meetings and interview users to gather information on needs and desired system features for re-engineering the system; Act as Project Manager and direct Technology Services and SBAS staff working on business systems used by the organization; Analyze user concerns, requirements, and requests for system features and uses; identify applications, modifications, and enhancements to existing systems to accommodate user needs;
Learn new developments and enhancements to system components; develop and provide system support and services to local educational agency (LEA) personnel with regard to student information systems, payroll, personnel; assure computerized business system compliance with State Education Codes, accounting/auditing requirements and other regulations; 

Provide system support and services to LEA personnel in understanding and using computerized software systems and manuals, users guides and other documentation; participate in the preparation of documentation and user support materials; 

Assist Technology Services and SBAS staff in interpreting accounting rules and regulations and the Education Code and in developing computerized business systems, research manuals and other materials. Communicate with various agencies and departments to obtain information related to accounting and state/federal reporting issues; advise and provide information to the County Office or to a LEA; 

Attend and participate in a wide variety of meetings; 

Engage in frequent use of oral and written communications skills; 

Supervise staff, prioritize, schedule and make task assignments and review work; 

Participate in the interview and new employee selection process; 

Recommend and implement changes to accomplish increased system productivity and efficiency; 

Ensure that all applications comply with policies, security and regulations; 

Other duties as assigned. 

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Systems analysis and design;
- Computer and network infrastructure;
- Project management tools and techniques;
- Accounting principles, procedures, systems, and terminology;
- Computerized business systems, applications and related technology;
- Development and presentation of training materials and workshops;
- Programming languages and application development tools used by VCOE;
- Database systems, tools and administrative techniques;
- Application of computerized software systems to user needs in public education;
- Correct English usage, grammar, spelling, punctuation and vocabulary; and
- Interpersonal skills using tact, patience and courtesy.
ABILITY TO:
Lead a team of technology and business staff during the acquisition and implementation of a complex, centralized software system;
Plan, organize, direct, control and perform activities related to the development, documentation, testing, training, and enhancement of new or existing computerized software systems;
Assign, prioritize, and monitor work assignments for technology and business staff;
Supervise and provide input into the evaluation of personnel;
Assist Technology Services and business staff in interpreting state/federal reporting rules and regulations and the Education Code and in developing computerized systems;
Investigate and analyze system problems and recommend solutions to system errors;
Assist in the development and implementation of system enhancements;
Read, interpret, and integrate complex ideas into technical reports, manuals and materials;
Communicate with, and provide training to, individual users and to groups;
Analyze user requests, evaluate systems applications, and communicate with developers and vendors;
Communicate technical issues orally and in writing to users, management and peers; and
Work independently with little direction.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: Associate of Arts/Science degree in Information Technology, and five years of professional experience in a business or computer related position that included participation in the design or implementation of a computerized system and experience in the management of support personnel. In addition, two years of a senior systems analyst, involving increasingly complex systems analysis, design and implementation.

LICENSES AND REQUIREMENTS:
Valid California driver's license.

WORKING CONDITIONS:
ENVIRONMENT:
Office and Technology Services Department environment;
Occasionally subject to noise from office and computer operations; and
Subject to driving to VCOE and LEA sites to conduct work.

PHYSICAL ABILITIES:
Seeing to drive and to inspect computer screens and output;
Hearing and speaking to provide training and to communicate with County and district staff;
Sitting for extended periods of time;
Walking, pulling, pushing, bending, kneeling and reaching to retrieve and file records;
Dexterity of hands and fingers to operate computer equipment; and
Lifting training materials weighing up to 20 pounds.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.

REVISED June 2016