

MODESTO CITY SCHOOLS

JOB DESCRIPTION

SUPERVISOR-SOFTWARE DEVELOPMENT

DEFINITION:

Under the direction of the Manager-Information Systems, plan, organize and direct the District-wide software development activities and services to enhance business processes and educational services; coordinate requirements analysis, design, implementation, testing, deployment, implementation and on-going maintenance of software development projects; maintain efficient operations and timely software upgrades for the District; oversee provisioning of District web and intranet sites, train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize and direct District-wide software development activities.
- Develop and implement new software applications.
- Maintain efficient operations and timely software upgrades District-wide.
- Assist software development team with programming and troubleshooting software issues or malfunctions.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign staff to projects and related tasks.
- Develop application test plans and coordinate application testing.
- Provide technical expertise, information and assistance to personnel regarding the proper operation of computer systems and software applications; assist in the formulation and development of policies, procedures and programs.
- Collaborate with other Information Technology departments to implement, maintain and enhance new software applications.
- Administer the application of databases including design, security, data integrity, integration, migration, optimization, and test data population.
- Evaluate, assess, and prioritize project requests.
- Investigate, troubleshoot, diagnose and repair software malfunctions as directed.
- Install, configure and update computer software applications and new computer components as requested.
- Oversee the administration of source control system for the Student Information system and custom applications.
- Manage the integration between in-house applications and third party student, business, and other systems
- Oversee provisioning and management of District web and intranet sites.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
- Research online resources and software application troubleshooting solutions.
- Recommend and implement new development, database, testing, and project management solutions to improve the overall software development process.
- Drive a vehicle to conduct work as assigned.
- Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: bachelor's degree in computer science, information systems or related field and four years increasingly responsible software development experience including project management experience and some supervisory experience.

Licenses and other Requirements

- Valid California Class C driver's license.
- Must provide DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

DESIRED QUALIFICATIONS:

- Experience in training of programming and software development staff.
- Web-related programming experience with one or more of the following technologies: ASP, JSP, Java Servlets, AJAX, VBScript, JavaScript, XML, XHTML, CSS, DHTML, XSL.
- Experience in the development of on-demand and automated end-user data reporting.
- Experience administering or using a defect tracking system.
- Experience administering or using a source control system.
- Knowledge of the PowerSchool Student Information System (SIS).

Knowledge of:

- Management of educational software development activities and services.
- Principles and methods of programming and software development.
- Scripting methods and practices.
- Software quality assurance guidelines.
- Computer hardware systems and software applications utilized.
- Planning and information requirement gathering analysis.
- Project management methods, principles and practices.
- Relational database systems, query and reporting tools.
- Applicable high-level programming languages.
- Web design, graphic design and interface design.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Technical aspects of field of specialty.

Ability to:

- Train, supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Develop flexible designs in order to rapidly respond to on-going business changes.
- Administer databases including writing SQL queries and stored procedures.
- Administer a source control system.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.

- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.
- Driving a vehicle to conduct work.
- Constant interruptions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 3/13/12

Board Approved: 12/17/07, 7/30/12

FLSA Status: Exempt