

**CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION**

APPLICATIONS MANAGER

Class Code: 1508

Job Family: Information Systems

Classification: Support Staff

Terms of Employment: Pay Grade 64 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under general direction responsible for project management activities; supervises all aspects of development, maintenance, enhancement and support cycles of application systems; initiates, recommends and directs implementation of information processing systems for schools/departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. In addition to performing all the duties of a Senior Systems Analyst:
2. Plans, schedules, supervises and reviews the work of applications programming staff and activities.
3. Coordinates all resources assigned to a project, from initiation through implementations.
4. Trains staff in work procedures and provides technical assistance in difficult situations as directed.
5. Provides input into goals, objectives, and budget development for the department.
6. Confers with schools/departments to review needs for automation; assists in formulating their requirements; prepares feasibility studies and evaluations and prepares project plans to implement approved systems.
7. Designs and analyzes system requirements; develops system and programming specifications for staff and contract programmers.
8. Establishes priorities, work schedules and project plans; meets with staff and with user department to give periodic update of projects and schedules.
9. Schedules all ongoing maintenance activities for assigned systems; reviews problems encountered by operations staff and school/departments; analyzes efficiency of current systems and procedures, and schedules modifications, and enhancements.
10. Tracks project status and reviews work in progress to assure conformance to plans and programming standards.
11. Provides input into the evaluation of assigned staff.
12. Conforms to safety standards as prescribed.
13. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves project management, development, and support of an applications system and day-to-day supervision of the activities of project team members. (This class manages and supervises all project applications teams and communicates with outside agencies/organizations.)

POSITION EXPECTATIONS: (Knowledge, Skills and Abilities)

1. Knowledge of principles and practices of employee supervision, including, work planning, organization, performance review and evaluation, and employee training and discipline.
2. Knowledge of project management principles and practices.
3. Knowledge of principles, practices and methods of computer programming, systems analysis and the development of new computer applications.

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Revised: (04/23/92; 01/03/95; 07/15/05; 06/13/07; 01/14/09)

4. Knowledge of systems software and applications programming languages for the district's operating environment.
5. Knowledge of computerized equipment capabilities.
6. Knowledge of principles and techniques for evaluation of work processes for new or revised computer applications.
7. Knowledge of principles of technical report preparation, including computer research and analysis techniques.
8. Knowledge of principles and practices for developing teams, motivating employees, and managing in a team environment.
9. Ability to manage applications projects and coordinate project resources.
10. Ability to conduct computer systems and procedures analyses and make sound recommendations for new applications.
11. Ability to install and use various personal computer application software packages.
12. Ability to review and analyze computer customer needs and develop effective hardware and software solutions.
13. Ability to develop detailed programming specifications and write complex computer programs.
14. Ability to prepare clear and concise reports, documentation, and other written materials; maintain organized and accurate records of work performed; assists in developing training materials/programs.
15. Ability to supervise, train, and evaluate assigned staff.
16. Ability to exercise independent judgment within established procedural guidelines.
17. Ability to contribute to the efficiency and effectiveness of the unit's service to district staff by offering suggestions and directing or participating as an active member of a work team.
18. Ability to maintain current knowledge of technology and new user applications.
19. Ability to coordinate multiple projects and meet predetermined deadlines.
20. Ability to work flexible hours or shifts.
21. Ability to develop and maintain an effective working relationship with district staff, vendors, and other agencies.
22. Ability to recognize and report hazards and apply safe work methods.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. High school graduation or other equivalent, (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.); **and**, twelve (12) years experience (as outlined above) will meet the college and professional experience; **or**,
2. Associate's degree in a related field, (i.e., mathematics, computer science, management information systems), **and** eight (8) years of experience in the development of large computer applications using various high-level programming languages, four (4) years of which were in a supervisory role; **or**,
3. Bachelor's degree in a related field, (i.e., mathematics, computer science, management information systems), **and** six (6) years of experience in the development of large computer applications using various high-level programming languages, four (4) years of which were in a supervisory role.

Licenses and Certificates:

None Specified

Preferred Qualifications:

1. Possess physical and mental stamina commensurate with the responsibilities of the position.
2. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Clark County School District.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

01/10/85

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1. High school transcript or other equivalent, (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.).
2. College transcript (s), if applicable.
3. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District Central Information Systems Department, and travel to and from schools and other district office settings.

WORK ENVIRONMENT:

Strength: Sedentary to medium – exert force 20-50 lbs., occasionally, 10-25 lbs., frequently, or up to 10 lbs., constantly.

Physical Demands: Frequent reaching, handling, repetitive fine motor activities, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials and VDT screens.

Environmental Conditions: Climate controlled office settings and exposure to moderate noise intensity levels.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Various computers, printers, modems, telephones, fax machines, etc.

EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel Services. Notification may be made in person, in writing, or by calling: (702) 855-5444.