

Applications Manager

Position Details

Class Code: 1508

Job Family: Information Systems

Classification: Support Professional

Terms of Employment: Pay Grade 64 on the Support Professional 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, plans, schedules, supervises, and reviews the work of applications programming staff and activities.
2. Coordinates all resources assigned to a project from initiation through implementation.
3. Trains staff in work procedures and provides technical assistance in difficult situations, as directed.
4. Provides input into goals, objectives, and budget development for the department.
5. 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.

6. Designs and analyzes system requirements; develops system and programming specifications for staff and contract programmers.
 7. Establishes priorities, work schedules, and project plans; meets with staff and with user department to give periodic update of projects and schedules.
 8. 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.
 9. Tracks project status and reviews work in progress to ensure conformance to plans and programming standards.
 10. Provides input into the evaluation of assigned staff.
 11. Conforms to safety standards, as prescribed.
 12. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves project management, development, and support of an applications systems 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/organization).

Knowledge, Skills, and Abilities (Position Expectations)

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.
4. Knowledge of systems software and applications programming languages for the Clark County School 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 coordinates 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.
23. Possess physical and mental stamina commensurate with the responsibilities of the position.

Position Requirements

Education, Training, and Experience

High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.); and, twelve (12) years' experience in the development of large computer applications using various high-level programming languages, of which four (4) years' were in a supervisory role will meet the college and professional experience; or,

Associate's degree from an accredited college or university 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, of which four (4) years' were in a supervisory role; or,

Bachelor's degree from an accredited college or university 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, of which four (4) years' were in a supervisory role.

Licenses and Certifications

None Specified.

Preferred Qualifications

None Specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
2. College transcript(s) from an accredited college or university, 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 Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. 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, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, video display terminal (VDT) screens or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (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.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 10/14/21
- Created: 06/18/09