SNOHOMISH COUNTY JOB DESCRIPTION

APPLICATIONS SUPERVISOR – DEPARMENT OF INFORMATION TECHNOLOGY
Spec No. 3189

BASIC FUNCTION

To perform supervision within the Department of Information Technology (DoIT) to provide oversight of software development projects, software purchase projects, and/or hardware acquisition projects to be sustainable, economical, and efficient in operation for all portions of the enterprise.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Supervises technical staff, consisting of IT Professionals and/or Project Managers of all levels, entry to lead; assigns staff appropriate work, and takes appropriate actions to assure timely and high quality output; advises, assists, trains, and participates in: hiring, recommendations and execution of discipline, transfers, and termination of subordinate employees.

2. Assists staff with technical issues such as development, project management, vendor, and customer relationships; supports staff as an escalation point and as a liaison with upper management.

3. Helps to manage, track, measure, and prioritize all work and projects for all customers professionally, ethically, and with the highest integrity.

4. Understands the work and priorities relative to the goals of the Division and Department, and prioritizes assignments accordingly; including keeping abreast and compliant with County policies and procedures.

5. Mentors subordinate staff in performing comprehensive and professional work estimation, both within their supervised group and for other groups within the Applications Division.

6. Maintains collaborative relationship with other supervisors, and instills such within subordinate staff to behave similarly with their peers within the department.

7. Supervises and completes technical work in the areas of project management; vendor selection or vendor management; customer relations; prioritization of all work assignments; technical development and debug; and production support.

8. Responsible for successful delivery of work or projects assigned to subordinate staff.

9. Supports, complies with, contributes to, and encourages staff to adopt management policies and processes.

10. Coordinates with and/or directs other DoIT divisions and client department resources to ensure that applications will meet department production standards for purchased software and in-house developed systems.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

11. Uses DoIT approved structure for project life cycle tools and techniques to construct, implement, control, and schedule assigned projects; develops and follows architectures and techniques standards for the development of applications.

12. Formulates a team able to work cooperatively with customers and other departmental groups.

13. Masters new technologies and remains professionally current in tools, techniques, trends, and standards.

14. Demonstrates, trains, and diagnoses problems with a variety of technical systems.

15. Participates and assists management as necessary in the fiscal budgeting, goal setting, and other planning and reporting processes.

16. Operates computer and all peripheral equipment as required.

17. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

A Bachelor's degree in computer science or related field; PLUS, seven (7) years of progressively responsible experience in IT supervision, project management, systems analysis and programming; OR, any equivalent training and/or experience which provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

Candidates for employment must successfully pass a criminal background investigation, which includes fingerprinting.

A valid Washington State Driver's License is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- management and leadership
- existing departmental standards, hardware, and software to accomplish assigned duties
- various systems design techniques and systems analysis methods
- architectures and development techniques
- project development tools and techniques including feasibility studies, project plan development, and budgeting
- project management tools and techniques including project plans and status reporting

KNOWLEDGE AND ABILITIES (Continued)

- current computer hardware and software capabilities

Ability to:

- supervise, train, and motivate assigned staff
- operate computer and related peripheral equipment to schedule, control, model or construct project or project components
- supervise the training of others in the use of computer software and hardware
- independently analyze and solve problems and assist others in problem-solving
- communicate effectively, both verbally and in writing
- establish and maintain effective working relationships with client departments, vendors, superiors and associates
- read, understand and apply technical manuals and procedures
- effectively communicate to different people of varying technical backgrounds
- work under pressure and meet deadlines
- maintain required records and prepare necessary reports

SUPERVISION

Employee receives supervision from the Applications Manager or others as assigned. The work is performed with considerable independence and is reviewed through periodic meetings, status reports and results obtained.

WORKING CONDITIONS

The work is performed in a normal office environment with trips to various worksites. The employee may be on-call during off duty hours and may be required to work evenings, weekends and holidays as necessary to ensure uninterrupted, 24 hours a day, seven days a week service.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.
EEO policy and ADA notice

Class Established: September 1988 as Systems Project Leader – Supervisor
Previous Spec No. 430434
Revised: March 1990, August 1999, March 2009, February 2019
EEO Category: 2 - Professionals
Pay Grade: 754 - Information Services Pay Plan
Workers Comp: 5306 Non-Hazardous