

## **MANAGER OF BUSINESS APPLICATIONS**

**DISTINGUISHING FEATURES OF THE CLASS:** Incumbents of this class are responsible for managing and supervising the design, development, building, configuration, integration, testing and operation of business applications and systems, including in-house and third- party software components, as well as off-the-shelf software modules, to provide quality IT services for user departments. Incumbents are expected to provide managerial and technical leadership to departmental staff, to manage vendor relationships, and to work with administrative and executive staff in county departments to address their information technology needs. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Supervises and manages the Business Applications team and schedules work assignments;  
Trains staff, prepares staff evaluations, and schedules staff leave for review with Deputy CIO;  
Supervises and assists with the collection and organization of functional requirements;  
Analyzes those requirements and development of a conceptual (logical) representation of the requirements;  
Directs and participates in the preparation of system and workflow analysis and business processes;  
Ensures the reliable and efficient operation of application systems used by County departments, including review of performance statistics and security;  
Prepares and assists in the preparation and evaluation of vendor software, software tools and components and manages vendor relationships to ensure the delivery of required products and services in a timely and accurate fashion;  
Develops and prepares procedures and processes, documentation, specifications, standards, and instructions as needed;  
Coordinates the implementation of custom software application projects county-wide, serving as an advisor and providing technical leadership to software architecture teams to ensure consistency, quality and standardization of departmental rules, processes and procedures for developing enterprise level software applications;  
Assists with the preparation of departmental budget as relates to application systems;  
Uses and administers systems configuration management and version control tools in the various life-cycle stages of a system;

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Supervises the configuration and management of Web-based applications, using current development platforms and technologies.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the design and development of effective, maintainable solutions -at the module level - and its architecture;

Thorough knowledge concerning how to use and select software components/objects as appropriate;

Thorough knowledge of relational database design, operation, optimization and tuning;

Thorough knowledge of current technology involved in development and systems analysis;

Thorough knowledge of current application development, and design concepts.

Good knowledge of current computer language and operating systems;

Ability to plan, coordinate, supervise and evaluate the work of subordinates;

Ability to identify, evaluate and convey (both orally and in writing) requirements, designs and operations of application software and systems;

Ability to establish and maintain effective working relationships;

Ability to maintain good relationships with other sections of the department and with user departments;

Strong verbal and written communication skills, with the ability to convey information clearly and effectively;

Thoroughness and attention to detail.

### **MINIMUM QUALIFICATIONS:**

A) Possession of a Bachelor's degree in Information Technology, Computer Science, Business Administration, or a field closely related to Computer Science and three (3) years of full time professional work experience in systems implementation and configuration, analysis, or programming which included some supervisory experience; OR

B) Possession of an Associate's degree in Information Technology, Computer Science, Business Administration, or

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a field closely related to Computer Science and five (5) years of full time professional work experience in systems implementation and configuration, analysis, or programming which must included some supervisory experience; OR

C) Certifications from a recognized source such as, but not limited to, Microsoft, Oracle, or Google and seven (7) years of full-time professional work experience in system implementation and configuration, analysis, or programming; OR

D) An equivalent combination of training and experience as defined by the limits of A),B), OR C) above.

**NOTE:** Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**SPECIAL NOTE:** Because of the radical evolution of technology in this field, qualifying experience must have been gained within the last five years

**"BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS:** Each candidate is subject to a thorough background investigation to comply with requirements related to security, data types and supported systems. A conviction at any time may bar appointment to this position, result in termination and/or require additional screening at the discretion of the employer."