

DIRECTOR OF APPLICATIONS SOFTWARE

Job Code	Pay Grade
21180	150

Nature of Work

This is advanced technical and managerial work directing the daily activities of the Applications Software Division of the Property Appraiser's Office. An incumbent in this class plans, coordinates, assigns and supervises the work of programmer analysts, computer application programmers, and information systems technicians engaged in handling textual, graphics, and mapping output in an on-line computer system and network working environment. The incumbent plans for, assesses, implements, and evaluates continuing and new software as needed. Work is performed with considerable independent judgment and initiative. Work is reviewed by the Property Appraiser through observation of work processes, systems, and results achieved. The incumbent reports to the Property Appraiser, Deputy for Information Systems, or designee.

Minimum Qualifications

- 8 years² experience in developing integrated information technology (IT) systems in an on-line computer system based organization preferably for local government that includes lead worker, supervision or supervisory training; or
- Associate's degree with coursework in computer technology, computer science, management information, finance, business administration, public administration, or directly related field plus 6 years experience as described above; or
- Bachelor's degree and 4 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to demonstrate competence and/or possess certifications in one or more specific IT functions.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Plans, directs, supervises and coordinates the activities of technical personnel engaged in software analysis, conceptualization, design, development, installation, implementation, operation, review, and audit.
- Directs and serves as technical advisor to computer application programmers in the daily activities of programming, testing, implementation, and maintenance of computer application programs in a number of computer languages and in keeping with the approved overall systems design.
- Interfaces with users of the information system to determine their needs and desires for information in their respective work area.
- Plans and conducts training sessions for systems users in either data input or report output techniques.
- Participates in activities of the Information System Project Team including assisting in analyzing information needs, designing, and implementing systems to satisfy those needs.
- Makes presentations to management regarding problems with the present software and recommends application changes.
- Directs the planning of complex information systems design projects and scheduling of personnel, timing, and deployment of resources.
- Prepares and recommends to management the standards for system documentation, programming specifications, system user manuals and computer run instructions and directs preparation of same for all systems, sub-systems, or computer application software developed in or obtained by the Property Appraiser's Office.
- Makes recommendations on how division personnel and resources are organized.

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Illustrative Tasks (Continued)

- Participates in personnel selection processes including interviews and recommends employees for hire.
- Evaluates performance of assigned personnel and prepares performance reviews.
- Prepares and submits to the Deputy for Information Systems requests for budget allocations to finance operation of the division.
- Coordinates directly with software vendors to resolve issues and suggest enhancements.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of management concepts and processes such as planning, organizing, staffing, training, scheduling.
- Knowledge of capabilities and limitations of Property Appraiser's applications software configurations.
- Knowledge of concepts of data base structure and management.
- Knowledge of information and processing requirements of the Property Appraiser's Office.
- Knowledge of pertinent Federal, and State laws and county ordinances, policies, and procedures which may affect the design or operation of information systems within the Property Appraiser's Office.
- Knowledge of application programming languages.
- Knowledge of Information Systems theory and principles.
- Knowledge of both program and project management principles and techniques.
- Knowledge of forms design, procedure manuals and documentation standards.
- Knowledge of Basic to Intermediate Oracle Data Base Administration (DBA) functions
- Knowledge of Structured Query Language (SQL).
- Ability to direct technical personnel in planning, scheduling, developing, testing, implementing and monitoring complex system development projects.
- Ability to communicate orally, and in writing, as well as interacting in a productive and creative manner with departments or agencies officials in computer systems design or implementation activities.
- Ability to supervise a professional staff and take responsibility for critical resources.

For official use only

Revised	EEOC Code	Overtime Code
3/11	Officials & Managers	Exempt