

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **DATA PROCESSING MANAGER-SYSTEMS DEVELOPMENT**

Spec No. 1032

#### **BASIC FUNCTION**

To plan, supervise, coordinate, organize, manage, support and control the development and maintenance of all applications provided by the data processing applications development staff.

#### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Plans, coordinates and administers the applications development staff; prepares and administers plans, goals and objectives for the applications development staff.
2. Supervises and evaluates the work of subordinate employees; trains, advises and assists subordinates as required; participates in and makes recommendations regarding the hiring, termination and discipline of subordinate employees.
3. Assists the Director of DoIT (Department of Information Technology) in formulating short, intermediate and long-range information processing plans; develops specific plans for applications development and manages the implementation of those plans.
4. Supervises the applications development staff; assigns specific responsibilities as required; evaluates and prioritizes projects received, determines training requirements for staff.
5. Reviews and acquires new tools and techniques to increase the efficiency and productivity of the applications development staff.
6. Reviews all data processing project designs to ensure that they support the department's standards and information processing plans.
7. Establishes and maintains open communication with user departments focusing on timely responses to business needs and overall response.
8. Receives all requests which pertain to applications.
9. Regulates resource use.
10. Ensures that systems are designed properly to satisfy user needs.
11. Reviews existing systems performance.
12. Performs related duties as required.

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#### **MINIMUM QUALIFICATIONS**

A Bachelor's degree in data processing, computer science, or other field directly related to data processing; AND ten (10) years professional data processing experience including system design and project management experience with a minimum of three (3) years supervisory experience; OR, any combination of education and experience which provides the following knowledge and abilities. Must pass job related tests.

#### **SPECIAL REQUIREMENTS**

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

#### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- capabilities of procedure oriented computer languages
- current computer languages
- structured programming techniques
- current computer hardware configurations, capabilities and operations
- current data base, file management operations and systems
- IBM DOS/VSE and its components
- VSAM and its components
- CICS programming and debugging
- current telecommunications access methods
- state of the art application generators
- principles of management, supervision, and office organization

Ability to:

- manage county's systems software needs
- work with ISTS Director and county administration to establish data processing goals, objectives and policies
- work with ISTS Director and other data processing manager in allocating resources;
- assist in preparation of bid specification
- use operating system utilities
- evaluate vendor software packages
- work under pressure
- independently analyze and resolve application system problems and help others solve problems
- effectively function as a team member and project leader
- communicate effectively both orally and in writing

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#### SUPERVISION

Employee in this class report to Director of DoIT. This work is performed with considerable independence and is reviewed through periodic status reports and meetings.

#### WORKING CONDITIONS

Usual office conditions. Employee is on call during off duty hours.

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: April 1987

Spec No. 220092

Revised: February 1990, April 2017

EEO Category: 1 – Officials and Administrators

Pay Grade: 112 – Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous