

SNOHOMISH COUNTY JOB DESCRIPTION

IT MANAGER - APPLICATIONS

Spec No. 1032

BASIC FUNCTION

To plan, organize, and direct the programs and functions of the Applications Division, including developing, managing and coordinating business systems operations, enterprise application maintenance and support services, application development, GIS services, project management, data management and reporting, application security, software testing, and vendor management, as provided to County departments by the Department of Information Technology (DoIT).

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, coordinates and supervises the applications development division staff in concert with appropriate management direction; prepares and administers plans, goals and objectives for the applications development staff.
2. Organizes, implements, and evaluates Application Support Services, including client department support of the business applications and software packages licensed and supported by DoIT.
3. 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.
4. Assists the county's Chief Information Officer (CIO) in formulating short, intermediate and long-range application plans and strategies; develops specific plans for applications development and manages the implementation of those plans.
5. Supervises project managers delivering technology projects for various department customers; defines project methodologies and deliverables, and oversees compliance and quality of project delivery.
6. Manages and evaluates the work of consultants and vendors in concert with appropriate management direction, as required.
7. Reviews and acquires new tools and techniques to increase the efficiency and productivity of the applications development staff.
8. Reviews all application development project designs to ensure that they support the department's standards and architecture.
9. Establishes and maintains open communication with user departments focusing on timely response to business needs and overall response.
10. Develops divisional training priorities based on technology standards, architecture, and services.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

11. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in computer science or other field directly related to information technology; AND five (5) years professional experience with system design and project management; AND three (3) years of 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:

- current computer languages
- structured programming techniques
- current computer hardware configurations, capabilities and operations
- current database, file management operations and systems knowledge
- application hosting models, including SaaS and PaaS
- project management methodologies, disciplines, and practices
- principles of management, supervision, and office organization

Ability to:

- manage county's systems and software needs
- work with the CIO and county administration to establish goals, objectives and policies;
- work with the management team in allocating resources
- assist in preparation of requests for proposal and specifications
- 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 leader
- communicate effectively both orally and in writing

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SUPERVISION

The employee reports to the county's Chief Information Officer (CIO)/Director of Information Technology (DoIT). This work is performed with considerable independence and is reviewed through periodic status reports and meetings.

WORKING CONDITIONS

The work is performed in the 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 (Data Processing Manager-System Development)

Revised: February 1990, March 2012, April 2012, September 2017, February 2019

EEO Category: 1 – Officials and Administrators

Pay Grade: 113 – Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous