

SNOHOMISH COUNTY JOB DESCRIPTION

OFFICE AUTOMATION PROJECTS MANAGER-AUDITOR

Spec No. 1108

BASIC FUNCTION

Works with Auditor's office to maintain, enhance and upgrade automated systems; to implement software development projects, software purchase projects and/or non-mainframe hardware acquisitions projects for the Auditor's office.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Responsible for Auditor's automated systems projects; identifies requirements, resolves problems and develops systems to meet office needs; obtains approval for system designs.
2. Assigns and evaluates the project work of subordinate technical and support staff as required; advises, assists, and trains subordinates as necessary.
3. Develops project schedules; reviews project deliverables estimates and establishes major milestones in project schedules; reviews work estimates and task lists submitted from other resources; recommends changes as required; ensures production schedules are achieved within budgetary constraints.
4. Coordinates functional design effort with other department managers and end users for needed enhancements to existing systems.
5. Establishes and controls the project documentation plan including the requirements, schedule, quality assurance and test plan.
6. Oversees installation and maintenance of systems software at currently supported release levels; ensures that implementation conforms to department standards and that internal modifications are provided only by the appropriate vendor.
7. Monitors and adjusts systems software to ensure optimum performance; oversees reconfiguration as needed to accommodate growth and/or changes in applications.
8. Serves as liaison with Department of Information Services and outside contract vendors.

STATEMENT OF OTHER JOB DUTIES

9. May be required to perform all the duties of subordinate classifications.
10. Performs related duties as required.

SNOHOMISH COUNTY JOB DESCRIPTION

OFFICE AUTOMATION PROJECTS MANAGER-AUDITOR

Spec No. 1108

MINIMUM QUALIFICATIONS

Bachelor's degree in computer science, software engineering, data processing or related field; and, five (5) years of professional data processing work experience including three (3) years of systems engineer or systems experience in a Sybase, HP/UX, Powerbuilder, optical Imaging environment. Work related experience may be submitted for the required education or training on a year for year basis. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- existing departmental standards, hardware and software to accomplish assigned duties;
- emerging technology; current computer hardware and software capabilities;
- principles of operating systems and architecture.

Ability to:

- independently analyze and solve problems and assist others in problem solving;
- communicate effectively, both verbally and in writing with both technical and non-technical staff;
- establish and maintain effective working relationships with department members, vendors, superiors and associates; read, understand and apply technical manuals and procedures; work under pressure and meet deadlines;
- understand and execute complex oral and written instructions

SUPERVISION

Employees receive supervisory from the Deputy Auditor 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 the usual office environment. Employees are on-call during off duty hours and are required to work evenings, weekends and holidays as necessary.

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: March 1998

EEO Category: 2 – Professionals

Pay Grade: 110 – Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous