



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Application Development &amp; Support Manager</u>	<b>NEW:</b> _____	<b>REVISED:</b> <u>X</u>
<small>(Please check one)</small>		
<b>REPORTS TO:</b> <u>Director, IT</u>	<b>FLSA:</b> <u>Exempt</u>	<b>DATE:</b> <u>08/2019</u>
<b>DEPARTMENT:</b> <u>Information Technology</u>	<b>JOB CODE:</b> <u>202</u>	

### **SUMMARY:**

With limited supervision, plans, organizes and supervises all aspects of computer systems analysis and design, and maintenance of the County government automated applications residing upon the AS/400 computer platform.

### **ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Supervises requested programming projects; delegates authority to capable subordinates; communicates with various internal and external system users orally and in writing; plans and organizes staff work assignments; informs staff of their roles on work projects.

Forecasts required seasonal work requests and anticipates needed resources; documents and generates managerial project reports; monitors staff progress on assignments and accomplishments.

Oversees the feasibility and impact studies of technology direction including the formulation of recommendations and problem solving.

Attends meetings both as a participant and as a chairperson.

Assists with the analysis of programming issues and concerns and other department staff members as needed.

Assists with the printing and mailing of real estate, personal property tax bills and receipts and personal property declarations; assists with the coordination and completion of year-end processing for various systems; assists with the generation and mailing of pertinent data to various loan companies.

**KNOWLEDGE AND SKILL:**

1. Considerable knowledge of the principles and practices of computer science.
2. Considerable knowledge of systems design, programming, operations, and network design of the A/S 400.
3. Considerable knowledge of Boone County policies and procedures.
4. Skill in planning, organizing, budgeting and managing projects and staff.
5. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public.
6. Skill in hiring, training managing and evaluating staff.
7. Skill in programming in COBOL.

**PHYSICAL DEMANDS:**

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen and to correspond via email; must possess hearing and speech to communicate in person and over the telephone. Ability to operate a motor vehicle. Cognitive ability to understand and convey complex information.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

**WORK ENVIRONMENT:**

This job operates in a professional office environment. Professional attire is required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, filing cabinets and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials and members of other entities.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in computer science or a related field and seven years computer systems and management experience preferably in the government setting.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*