COUNTY OF SOLANO

SYSTEMS AND PROGRAMMING MANAGER

DEFINITION

Plans, organizes and directs an electronic data processing division engaged in the design, development and administration of management information and data processing systems; performs complex computer systems and data base design and administration; serves as a member of the department's management/supervisory team.

CLASS CHARACTERISTICS

This class is characterized by the responsibility to manage and participate in the work of a team of professional programming staff engaged in the development, implementation and maintenance of data processing and management information systems for County department and/or programs. Incumbents are responsible for coordinating projects with senior management staff and directing the work of and providing technical expertise to division staff. This class is distinguished from the Assistant CAO/Management Information Systems Director by the latter's overall responsibility to plan and direct design, implementation and maintenance of management information and data processing systems for the County.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Assessor/Recorder or the Deputy CAO/Chief Information Officer.

Exercises supervision over professional, technical and clerical staff.

EXAMPLES OF DUTIES –*Duties may include but are not limited to the following:*

Plans, organizes and directs activities directed towards then development, implementation and maintenance of management information and data processing systems; meets with customer/user groups to determine needs and establish priorities; conducts needs and feasibility studies for proposed systems including anticipated costs and equipment requirements; establishes projected timelines; presents proposals to customer/user groups delineating alternatives, impacts, costs, and available products; assigns staff to project team.

Establishes and monitors workloads; develops standards and procedures; sets objectives for individual and team performance; maintains a productive work flow; encourages cooperation and teamwork among project staff; conducts group and individual conferences to discuss rules, regulations, policies and/or procedures; provides technical assistance with difficult work problems.

Acts as liaison to other County departments and agencies; meets with customers/user groups to determine requirements, prepare proposals, discuss alternatives and determine cost of systems development and enhancement projects; evaluates, selects and interacts with vendors and consultants.

Develops division budget and staffing requirements; authorizes and monitors expenditures and reports quarterly status; authorizes purchasing, payroll, deposits and payment of bills; controls inventory and disposal of equipment; establishes rates for cost recovery and monitors revenue.

Directly supervises employees; interviews and recommends candidates for hire; provides instruction and training; plans, coordinates, assigns and reviews work activities; responds to employee issues and concerns; maintains work standards; evaluates performance and recommends evaluation outcomes.

Reviews, selects and participates in the implementation of software; conducts ongoing evaluations of current systems for applicability, efficiency and frequency of usage; directs replacement/revision of existing systems as necessary; reviews legislation, regulations and court decisions for impact on current systems; identifies necessary changes and develops proposal for implementation.

Plans, coordinates and participates in systems analysis, design and development of databases; develops and/or participates in the development of new/changed systems; may oversee systems operations.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Extensive knowledge of mainframe and microcomputer systems and their application.

Systems analysis and design.

Computer languages.

Program coding.

Database development and administration.

Considerable knowledge of public administration including budgeting, program planning/ evaluation, project management and supervision.

Public personnel practices.

Working knowledge of laws and regulations governing program activities.

Components of automated accounting systems.

Roles of assigned departments/functions in County government.

Skill to:

Operate office equipment including a personal computer, copy and fax machines and printers.

Ability to:

Plan, organize and direct electronic data processing programs and services.

Understand, interpret and explain regulations, policies and procedures governing program operations; interpret political and administrative direction and incorporate into operational policy and procedure.

Identify and analyze administrative problems and implement operational changes; develop and implement operational procedures.

Collect and analyze data to establish and identify needs and evaluate program effectiveness.

Develop goals and objectives; prepare budgets, funding proposals and narrative and statistical reports.

Plan, prioritize, lead and monitor multiple projects

Supervise the work of others engaged in systems development and project management activity; effectively delegate responsibility and authority to others; secure cooperation and teamwork among professional and/or support staff; interview people to make recommendations on personnel transactions.

Formulate, promote and implement a variety of EDP application systems.

Organize and prioritize work assignments.

Understand and analyze expenditure reports.

Make routine mathematical calculations.

Research regulations, procedures and/or technical reference materials.

Determine and evaluate levels of achievement and performance.

Maintain confidentiality of information.

Plan, coordinate and initiate actions necessary to implement policy decisions.

Communicate clearly and concisely, both orally and in writing; compose correspondence independently.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

Three (3) years of progressively responsible systems development experience which included systems analysis and design, and supervisory and administrative responsibilities.

Education/Training:

Bachelor's degree is required from an accredited college or university preferably in computer science or management information systems.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

Incumbents are required to work outside normal business hours.

Candidates for positions in this class will be required to pass a background investigation in accordance with applicable law, regulation and/or policy.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Requires the ability to recognize and identify similarities and

5

differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors poses a limited risk of minor injury or illness.

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Director of Human Resources

Established Date:
Revised Date: February 2003
Revised Date: May 2003
BOS Date: June 30, 2003

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