



## Job Description

**Job Title: Sr. Application Development Manager**

**JTC: TSQ**

**Salary Range: N09**

**FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Responsible for the leadership and management of a large and highly complex district wide application development organization and leads development projects. Responsible for defining system requirements by designing, implementing, and installing a wide spectrum of systems and modules.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Experience in complex project management, including systems analysis, design and testing. Understanding of database security and knowledgeable of application data privacy practices and laws. Working experience in support, development, and implementation of high scalable, high-volume software systems and components, client-facing web applications and major internet-oriented applications and systems.

Advanced ability to analyze complex information and develop plans to address identified issues. Advanced knowledge of project management theories and practices applicable to mid and large sized scoped projects. Advanced knowledge of systems and procedures used to evaluate main software application and that of a third-party vendor's performance.

Experience working with other managers to maximize work and data, share knowledge and expertise, identify opportunities to streamline and improve the consistency of work processes and effectively support work efforts that span multiple application areas. Advanced ability to exercise appropriate judgment in making critical decisions.

Working knowledge and experience utilizing the Software Development Lifecycle process. Knowledge of development lifecycle, advanced negotiation and facilitation skills. Proven leadership skills planning, delegating, estimating and prioritizing work. Proven flexibility and ability to change priorities quickly, and capacity to handle multiple tasks and projects.

Must have three (3) years of demonstrated supervisor experience of full-time staff. Demonstrated ability to express complex technical concepts effectively, both verbally and in writing to audiences and senior leadership levels. Excellent customer service skills.

## PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 50 pounds.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree with five (5) years of work-related experience. Official transcripts must be provided. A valid Texas driver's license is required to due to extensive travel throughout the DCCCD area to all college/locations. Work hours may extend beyond the regular, Monday-Friday, 8:00 a.m.-5:00 p.m. workday, including weekends and holidays to provide immediate support due to system failures on a 24/7 basis. \*\*\*Will be subject to a criminal background. Some positions may be subject to a fingerprint test. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the development and testing of emerging technologies and determines how new tools and technologies can be integrated to enhance DCCCD services. Plans and coordinates implementation of projects with Operations and related systems administrators and departments. Ensures compliance with district policies, state and federal regulations. Stays current on best practices and technological changes through professional development activities.

Manages emergency corrective actions when needed. Provides expert problem solving and analysis of advanced complexity for assigned area. Leads or participates in district councils, task forces and/or work groups. Represents the department and District to external constituencies. Ensures software is utilized to best fit the needs of the users, minimizing the acquisition of other products.

Leads and manages staff comprised of systems analysts, programmers, project managers, and other IT positions in support of authorized initiatives. Conducts complex detailed analysis of project requests; defines the scope of the project; assigns tasks to team, establishes measurable time segments; and monitors project to completion. Monitors and manages project quality to ensure project deliverables are acceptable and fulfill the project's scope and objectives.

Acts as technical resource to trainers. Writes, tests, and documents programs. Writes complex queries to extract data and information from assigned system(s). Stays informed of emerging trends and technologies. May serve on state-wide committees, work groups or task force depending on the area(s) of project management assigned.

Supervisory responsibilities including staffing, coaching, evaluation, etc., of personnel. Utilizes excellent interpersonal, presentation, oral and written communication skills when interacting with a wide array of diverse stakeholders and constituents within the DCCCD community network.

Must complete required DCCCD Professional Development training hours per academic year. Performs other duties as assigned.



*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*