**CLASS TITLE: MANAGER - WEB SERVICES & APPLICATIONS DEVELOPMENT**

**BASIC FUNCTION:**

Under the direction of the Director III- Applications Business & Web Systems Development, plans, organizes and directs the web application developers and webmasters to design, develop and deploy web-based software applications to the County Office, school districts and State-wide organizations; provides technical information and expertise relating to systems analysis, design, programming and maintenance; supervises and evaluates the performance of assigned personnel. The Manager - Web Services and Applications Development should have the knowledge and capabilities of a full stack developer, as this position may be required to participate in development efforts.

**REPRESENTATIVE DUTIES:**

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:
Plans, organizes and directs the web application developers and webmasters to design, develop and deploy web-based software applications to the County Office, school districts and State-wide organizations; reviews completed software applications; assures proper business processes, data integrity and effective operations.

Develops short and long-term customer service plans for technology services; meets with clients to discuss requirements and ideas for growth or enhancement; develops estimates and written agreements for customers.

Manages project development and implementation for business products; develops application scopes with staff; develops project scopes and project plans; oversees and participates in major County Office technology projects.

Develops plans for marketing technology services; assists with marketing efforts.

Personally participates in development efforts during times where urgency of demand exceeds the capacity of the development team with tasks to include programming, database design, application design, and translation of the design into a working application using any of the SCCOE standard coding languages.

Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination, and disciplinary actions.

Provides technical expertise, information and assistance to the Director regarding assigned functions; provides technical information and expertise relating to systems analysis, design, programming and maintenance; assists in the formulation and development of policies, procedures and programs.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Communicates with other administrators, personnel, and outside organizations to coordinate activities

and programs, resolve issues and conflicts, and exchange information.

Develops and prepares the annual preliminary budget for the development team; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Operates a computer and other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as assigned.

OTHER DUTIES:
Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:
Management of web services and application development activities and operations.
Software development lifecycle methodologies.
Database design, implementation, and management.
Applicable application development environment and design principles.
Project management standards and guidelines.
Operating systems, networking, relational databases, software development and other components of a client server environment.
Technical business applications, systems design, user support and programming.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:
Plan, organize and direct the web application developers and webmasters to design, develop and deploy web-based software applications to the County Office, school districts and State-wide organizations.
Provide technical information and applied expertise relating to systems analysis, design, programming and maintenance.
Supervise and evaluate the performance of assigned staff.
Develop plans for marketing technology services.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

**LEADERSHIP TEAM COMPETENCIES:**
Develops and fosters effective individuals and teams.
Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.
Demonstrates emotional intelligence.
Models inclusive, effective, and authentic communication.
Applies knowledge of the intersectionality of race, equity, and inclusion.
Builds and sustains positive, trusting relationships.
Conducts SCCOE operations with the highest moral, legal, and ethical principles.


**EDUCATION AND EXPERIENCE:**

Any combination equivalent to:  bachelor's degree in computer science or related field and five years increasingly responsible experience in the design, development, implementation and enhancement of computer systems and programs including two years in a supervisory capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.


Approved by Personnel Commission: June 23, 2011
Revised: 10/12/22

_Marisa Perry_
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Marisa Perry                                    Date: 10/12/22
Director III – HR / Classified Personnel Services