<u>MANAGER - APPLICATIONS PROGRAMMING</u>
(BOCES #2)

<u>GENERAL STATEMENT OF DUTIES</u>: Manages a team of Lead Systems Analyst Programmers and Programmers in the development and implementation of computer based information systems; does related duties as required.

<u>DISTINGUISHING FEATURES OF THE CLASS</u>: Under the general supervision of the Assistant Director - Technical Operations, an employee in this class plans, organizes and controls the work of programming staff in the development and implementation of new programs and the revision of existing programs. Supervision is exercised over a number of Systems Analyst Programmers and Programmers.

<u>EXAMPLES OF WORK</u>: (Illustrative Only)

Supervises over-all operations within the applications programming department;

Assigns staff to various projects and directs work activities;

Establishes and enforces standard methods governing the analyzes of proposed projects in order to plan work flow; data elements, programming requirements, check points and completion dates for application programming;

Reviews detailed analyses and systems surveys of various applications for the purpose of evaluating and applying cost efficient data processing resources;

Initiates and supervises feasibility studies and makes recommendation on the action to be taken;

Advises Assistant Director of application programming development, planning, progress, resource needs and future requirements;

Evaluates performance of staff and makes recommendations for staffing needs and training;

Responsible for interview and selection of programming staff.

<u>REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES</u>: Thorough knowledge of computer processing systems, principles and methods of application; thorough knowledge of the capabilities involved in the input and output of computerized data; thorough knowledge of documentation, code, test and debugging programs using COBOL; thorough knowledge of organization structure and its relation to work flow; ability to plan and supervise the work of others; ability to present ideas clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships; sound judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) a Bachelor's Degree and four years of responsible experience using computer based information systems or computer systems analysis and design in a mainframe environment, two of which must have been at the supervisory level or (b) eight years of experience as described in (a) including the two years of supervisory experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.