THE STATE BAR OF CALIFORNIA

OFFICE OF HUMAN RESOURCES

845 SOUTH FIGUEROA STREET, LOS ANGELES, CA 90017-2515 (213) 765-1100 ● 180 HOWARD STREET, SAN FRANCISCO, CA 94105-1639 (415) 538-2351

APPLICATION DEVELOPMENT MANAGER

Office: Information Technology
Status: Exempt - Executive
Grade: 54

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director of Applications
Supervises: Staff as Assigned

DEFINITION

The Application Development Manager's (ADM) role is to plan, coordinate, and supervise the activities related to the design, development, and implementation of organizational information systems and software applications as assigned by the Director of Applications. The ADM is also responsible for maintaining, supporting, and upgrading existing systems and applications. This individual will apply proven communication skills, problem-solving skills, and knowledge of best practices to guide his/her development team on issues related to the design, development, and deployment of mission-critical information and software systems.

MAJOR DUTIES & RESPONSIBILITIES

1. The ADM serves as a member of the State Bar's Executive Staff and established and maintains effective working relationships with colleagues within the State Bar and professional relationships with external constituencies of the State Bar.
2. The ADM oversees projects assigned to web and software developers and the application development team.
3. The ADM manages the complete development lifecycle of the agency software systems; including gathering requirements, database management, software development, testing, implementation, user follow up, support and projects.
4. The ADM manages the integrity, and changes to the application development servers and databases.
5. The ADM oversees the development and implementation of change control processes for the development team to follow.
6. The ADM provides ad-hoc reporting and decision support required for management decision processes, strong resources and capacity planning experiences.
7. The ADM provides technology decisions that impact software development.
8. The ADM oversees special IT projects as assigned.
9. The ADM manages the development and deployment of new applications, systems software, and/or enhancements to existing applications throughout the enterprise.
10. The ADM oversees that development projects meet business requirements and goals, fulfill end-user requirements, and identify and resolve systems issues.

11. The ADM manages the pre-testing phase of development by evaluating proposals in order to identify potential problem areas, and makes the appropriate recommendations.
12. The ADM oversees the collaboration of analysts, designers, and system owners in the testing of new software programs and applications.
13. The ADM manages and provides direction for the application development team in support of business operations.
14. The ADM oversees the identification and resolution of program errors.
15. The ADM provides technical leadership to BSA, QA Analyst and programmers working on development project teams.
16. The ADM oversees the review and analyses of existing applications' effectiveness and efficiency, and develops strategies for improving or leveraging these systems.
17. The ADM oversees the design, development and installation of enhancements and upgrades to systems and application software.
18. The ADM provides research and makes recommendations on software products and services in support of procurement and development efforts.
19. The ADM manages and enforces functional policies, procedures, and quality assurance best practices.
20. The ADM manages the preparation and monitoring of budgets when necessary.
21. The ADM assumes other duties and responsibilities as assigned.
22. The ADM manages the development of SaaS and cloud based applications.

KNOWLEDGE & SKILLS

1. Principles of effective personnel management in a union environment.
2. Principles of organizational behavior and conflict resolution.
3. Principles of office management, budgeting, administration and supervision.
4. Principles of project estimation and planning.
5. Principles of project management, time management and problem solving.
6. Knowledge of automated software and system management tools.
7. Knowledge of system and software quality assurance best practices and methodologies.
8. Knowledge of core software applications, including Oracle JDE/Fusion, marketing tools, Microsoft office and application development tools.
9. Knowledge of programming languages, including MS SQL, C#.Net, ASP.Net, MVC, IBM iSeries, DB2, JavaScript, JQuery, CSS, and other Web Technologies,
10. Knowledge of database design and file management techniques.
11. Knowledge of network and operating systems including iSeries, Window Server and desktop OS.
12. Knowledge of network hardware, protocols, and standards.
13. Knowledge of SDLC methodologies such as Waterfall, Lean, and Scrum etc.

ESSENTIAL ELEMENTS / ABILITY TO

1. Receive and relay detailed information through verbal and written communication.
2. Communicate clearly and effective in person, by telephone, by computer and in writing.
3. Travel by air and automobile.
4. Review and analyze complex written documents.
5. Obtain and present material in oral and/or written form.
6. Perform under stress and adopt effective courses of action.
7. Effectively interact with others in an interactive office.

8. Effectively address conflict.
9. Retrieve, lift and carry files and documents weighing up to ten (10) pounds with reasonable accommodation.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in computer science or equivalent academic achievement;
2. Demonstrated verifiable reputation for integrity;
3. Minimum of five (5) years progressively responsible management/leadership experience in a software development field;
4. Minimum of seven (7) years of experience working through the requirement, design, development, QA & UAT testing, implementing and delivering in release cycles, and to customers;
5. Master's degree in relevant field may substitute for up to two (2) years of experience.

Revised July 2016