

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 0222
Pay Grade: C09

FLSA: Exempt

DIRECTOR, APPLICATION SUPPORT AND DEVELOPMENT

MAJOR FUNCTION:

Directs district applications and development from a strategic perspective in coordination with other departments within the Management Information Systems (MIS) Department. Coordinates and supervises efforts of all application and development teams to ensure that they are meeting the district goals. Ensures that project plans and documentation are updated regularly and are in line with the overall direction of MIS.

DUTIES AND RESPONSIBILITIES:

- Assigns district projects to appropriate applications and development team(s)
- Facilitates focus groups on new projects pulling from all district stakeholders involved
- Provides leadership and mentoring for Application Administrators and teams
- Provides guidance and professional development to ensure staff has access to and abilities for the latest technology skills
- Regularly monitors ticketing system for trends/issues with applications currently in production
- Regularly monitors progress of project plans and resulting documentation to ensure alignment with intended outcomes
- Attends meetings with senior MIS leadership to coordinate efforts with other departments
- Attends meetings with other district divisions to receive first-hand feedback and coordinate efforts with other divisions
- Develops standards and works closely with Enterprise Application Administrator to ensure they match school, state, and federal requirements
- Determines appropriate technologies that match the user needs and MIS goals
- Considers implications to MIS budget for all projects
- Performs related work as required

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university in Computer Science, or a related field plus five (5) years progressively responsible experience in programming, systems analysis and systems design work, to include three (3) years of information systems project management experience; experience with hardware and applications required; or an equivalent combination of education, training, and related Pinellas County School Board experience. Must show evidence of working knowledge of the principals of quality management or commit to begin training in the area of quality management within the first six (6) months of employment.

ISSUED: 1/08 AK; BOARD APPROVED: 2/12/08

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

DIRECTOR, APPLICATION SUPPORT AND DEVELOPMENT

WORKING CONDITIONS PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending	X				
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Director, Application Support and Development – ADM