



JOB DESCRIPTION

JOB TITLE: **Software Engineering Manager**

Position Type: <b>Exempt</b>	Department: <b>Information Services and Technology</b>
Salary Schedule: <b>Exempt</b>	Location: <b>Administrative Services</b>
Salary Range: <b>7</b>	Reports to: <b>Director of Information Services and Technology</b>
Term of Employment: <b>12 months</b>	Date: <b>December 15, 2017</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

**POSITION SUMMARY:**

To maximize the District's development, implementation and maintenance of district developed software products within approved budgets and time lines. Manage, mentor and guide a highly effective development staff.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**ESSENTIAL FUNCTIONS:**

- Manages a team of software engineers that architect and produce high-quality enterprise software solutions.
- Monitors and reports on application and software performance.
- Recommends plans to improve the performance by implementing new or eliminating obsolete software systems.
- Ensures validity, security, and timeliness of data and information through appropriate internal control system.
- Maintains aptitude with a variety of the field's concepts, practices, and procedures to fully utilize best engineering practices (e.g. unit testing, source control, continuous integration, automation, design patterns).
- Develops and recommends staffing requirements needed for successful accomplishment of the job duties.
- Applies a strong understanding of the software development cycle to new and existing solutions.

- Measures personnel performance as related to the job function areas and recommends the hiring, placement, promotion, suspension or termination of employees.
- Mentors and encourages growth of the software development team.
- Recommends related function area's budget to support District needs and manages the function within the approved budget.
- Develops and maintains standards and procedures. Ensures that the standards and procedures are followed and enforced.
- Drives processes that improve the quality and efficiency of software development and releases.
- Monitors and controls the progress of all active implementation plans, taking corrective action as needed.
- Prepares periodic status reports as needed or required.
- Must be accessible throughout the workday for administrators.
- Must meet any additional specific job requirements as indicated by the department.

**MARGINAL DUTIES:**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

**SUPERVISORY RESPONSIBILITIES:**

- Directly supervises 3-5 employees and indirectly oversees all other IS&T employees when related to job function.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

**OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have an advanced knowledge of computers.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.

- Develops and demonstrates progress of district/department goals.
- Is receptive to ideas, issues and concerns presented by all constituents.
- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Evaluates personnel in accordance with district and state policies/timelines.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Demonstrates clear articulation of content accurate information through both oral and written communication.
- Demonstrates collaborative problem-solving skills.
- Participates in district professional development activities in a timely manner.
- Uses professional day in a productive manner.
- Demonstrates knowledge of and adheres to district policies and administrative procedures.
- Demonstrates a personal and professional code of ethics.
- Completes assigned tasks and projects in a competent and timely fashion.
- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.
- Demonstrates effective management of all fiscal resources and responsibilities.
- Makes clear and well-defined decisions.

**CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

**EDUCATION AND/OR EXPERIENCE:**

- Bachelor's Degree (B.A.) in business, computer science, or related field is preferred.
- Minimum of five years experience in computer information management and software development.
- Educational operations and operating environment preferred.

**LANGUAGE SKILLS:**

- Demonstrates the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Demonstrates the ability to write reports, business correspondence, and procedure manuals.
- Demonstrates the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS:**

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

### **REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.

### **PHYSICAL DEMANDS:**

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*