



## CLASS SPECIFICATION

Class Title: Software Manager  
Department: Information Systems

Class Code: 400  
Eff. Date: 1/23/91  
Grade: 33  
Revised: 12/20/11

### GENERAL PURPOSE

Under general guidance and direction from the Director of Information Systems, supervises other systems programmer/analysts and coordinates multiple projects with other departments and agencies; performs complex technical duties in analyzing, designing, and programming information systems.

EXAMPLE OF DUTIES (Any one position does not include all of the duties listed; nor do the listed examples include all duties which may be found in positions of this class.)

Makes staffing decisions and participates in hiring and training employees; supervises, instructs and schedules the work of other programmer/analysts; assigns projects and monitors progress; evaluates performance in compliance with Davis County Policies and Procedures; documents and addresses performance problems in a timely manner.

Plans, organizes, and coordinates the activities of other systems programmer/analysts. Assists in software design, architectural and data standards, and ensures compliance with standards. Establishes programming standards and trains programmer/analysts in architecture and standards.

Manages and coordinates multiple software projects and project programmers in designing specifications of new systems and/or modifying existing systems. Analyzes, designs, programs, debugs, and maintains systems for use by County departments; meets with County departments to analyze information system needs and requirements; consults with users to identify current operating procedures and to clarify program objectives; assesses scope of projects; drafts and tracks project plans; communicates and coordinates project plan and status with departments.

Designs software systems using approved architectures and methods; coordinates communication between programming teams and individuals to assure design and architectural compliance. Documents and tracks resolutions and work progress for all activities and projects.

Integrates software modules into systems. Designs testing procedures; supervises testing of software systems. Coordinates installations of software systems; coordinates training and trains users on software usage.

Writes software; maintains software applications; provides programming changes to allow for alterations in network and/or user and legal requirements.

Recommends computer hardware, software and system configuration for purchase.

Integrates "packaged" software and information systems to operational compatibility on Davis County's systems. Maintains application programs.

Programs system and/or application design specifications to computer readable form; validates programs. Designs testing applications and tests all production designs.

Assists in designing and maintaining databases.

Provides systems changes to allow for changes in network, work station, and/or cluster configuration.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in computer science, mathematics or a closely related field, plus four (4) years of computer programming experience, one (1) year of which must have been in a lead or supervisory capacity; an acceptable combination of education and experience may be considered.

2. Special Qualifications:

Must pass the Davis County Sheriff's Office background investigation.

Must possess a valid Utah Driver License.

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills and Abilities:

Considerable knowledge of: information system analysis, design, development, implementation, and operation; programming and designing techniques; programming languages; database management theory and design principles; networking and server technology. Working knowledge of: supervisory principles and practices; project management concepts; department and County Policies and Procedures.

Skill in: using a computer keyboard and performing basic math computations; using

and maintaining databases; troubleshooting computer software problems; project planning.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: assign, supervise, and evaluate the work of others; set priorities and work with minimal supervision; analyze user needs and convert requirements into viable software programs and systems; work for sustained periods of time maintaining concentrated attention to detail; identify and solve problems; communicate effectively (orally and in writing), including technically complex information to others; follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees and departments, vendors.