

## **CITY OF FONTANA SOFTWARE DEVELOPMENT SUPERVISOR**

**DEFINITION:** The Software Development Supervisor is responsible for professional level work involving the oversight, and supervision of the City's custom software development efforts and programming staff.

**EXAMPLES OF DUTIES:** Under general direction, assesses user requirements, documents current business processes, and recommends technological solutions which may result in development of software applications. Incumbent evaluates changing application development technologies with respect to its potential application to the City. Incumbent functions with a significant degree of independence, has access to confidential information and provides direct supervision to assigned subordinate staff.

**ORGANIZATION:** Reports to Information Systems Division Manager in the Information Technology Department.

**ESSENTIAL FUNCTIONS:** The incumbents must have the ability to:

- Perform user needs analysis including documenting current business processes.
- Research and give recommendations on various "build or buy" software options to improve services and reduce costs.
- Design, code implement, and maintain various in-house software applications, middle-ware, interfaces, utilities, and web applications.
- Organizes and prepares program and system documentation under established guidelines.
- Prepares system and program flowcharts.
- Codes and debugs complex programs.
- Designs tests and test data requirements.
- Develops, implements, and monitors adherence to: new programming, documentation, source code management, and naming convention standards
- Serve as a team leader supervising and evaluating other programmer/analysts. Provides guidance, mentoring, and other assistance to programmers.
- Coordinates the effective use of the development team's time and ensures efficient communication between team members and other IT functional areas and departments
- Formulates plans and procedures for data and process conversions to new automated systems.
- Outlines, coordinates, and conducts training of users in various custom developed software applications.
- Monitors and oversees computer controls, operations instructions, audit trails; takes appropriate action to insure established standards are adhered to.
- Write interfaces for various computer systems within the City, including public safety systems, financial systems, maintenance management and land/GIS systems.
- Interacts with other groups within the IS Division to ensure that systems are interoperable and that information is appropriately shared and non-redundant;
- Assist in long-range planning, as well as, short-term system development planning.

- Conduct research and analysis for New Technology Requests from various departments;
- Develop detailed project plans including task resource assignments, schedules, and funding;
- Work positively and constructively with users in a highly technical and demanding environment.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, evaluate and train assigned personnel and/or other programmers or consultants developing software for the City;
- Work with subordinate employees to correct performance deficiencies.
- Recommend, implement, and enforce division policies and procedures as appropriate.
- Establish and maintain cooperative working relationships with internal and external customers.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged sitting, standing walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer key board. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone services.

### **EXPERIENCE AND TRAINING GUIDELINES**

A combination of experience and training that would provide the required knowledge is qualifying. The incumbent must have knowledge of:

- System development using a variety of modern web and desktop development technologies (Visual Studio, C#, ASP.NET, Java, VBA, VBScript, JavaScript, Visual Basic, AJAX, SOAP, Flash, XML, HTML);
- Microsoft Visio
- Microsoft Project, Project Server
- Microsoft Visual SourceSafe or similar product
- Common Server, Networking, and Data communication technologies, terminologies, and standards;
- Workflow analysis and business process reengineering;
- Project management;
- Principles and practices of supervision, training and personnel management.

A typical way to obtain the knowledge and abilities would be:

**Education:** A Bachelor's degree preferably with an emphasis in computer science, information systems, or software development is strongly preferred. Commensurate experience and demonstrated success and competence may be substituted for a degree.

**Experience:** Five (5) years progressively increasing responsibilities and success in the Information Technology field including experience in system design and development of applications. The (5) years should include (2) years specific experience in municipal agencies. Must also have proven experience in the supervision and management of technical personnel.

**Licenses/Certifications:** Possession of, and continuously throughout employment, a valid California driver's license.