

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

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**Job Code:** D1998  
**Original Date:** 02/2020  
**Last Revision:** 03/2020  
**Staff Type:** Classified  
**FLSA status:** Exempt  
**Salary Range:** 13

**Title:** Application Development Supervisor

**Unit:** Supervisory and Professional

### DEFINITION

Under the direction of the Manager, Application Development, or assigned manager, perform a wide variety of highly specialized technical and supervisory tasks to support the design, development, analysis, testing, modification, installation, and maintenance of various application development and maintenance efforts within the Information Technology (IT) department. Work in accordance to client approved requirements and detailed specifications; apply judgment in devising program logic and selecting and adapting standard programming procedures; obtain advice when precedents are unclear or unavailable; maintain department programming and naming standards.

### DISTINGUISHING CHARACTERISTICS

Primary duties in this classification include oversight and assignment of Programmer Analyst daily activities. This position supervises, acts as lead for, and coordinates projects and work teams.

### EXAMPLE OF DUTIES

1. Provide leadership and coordination of daily task assignments within the Programmer Analyst team(s), evaluate and document performance, and recommend disciplinary action when necessary, review staff work for accuracy and timely completion of assigned duties. Train staff in new and existing procedures; develop work schedules.
2. Coordinate application development and maintenance activities between Programmer Analysts and various IT and District departments.
3. Provide leadership in IT troubleshooting efforts; establish group troubleshooting sessions as needed to avoid or alleviate interruption of IT services.
4. Work with manager to develop standards, process and procedures related to application development.
5. Provide management with recommendations on strategic direction and/or process improvement opportunities.
6. Develop, modify, and maintain assigned programs; debug and correct programming logic and syntax errors; Review user requirements and needs for program enhancements and perform analysis, design, implementation, installation, and training related to new software enhancements.
  - a. Analyze and plan systems based on consultations with manager, other IT staff, and end-user departments.
  - b. Document system plan and establish an implementation schedule.
  - c. Design and document systems based on analysis results and further consultation with manager and coworkers.
  - d. Develop data structures, program, and procedures necessary to integrate and/or implement the system. Test system fully to determine its operational reliability.
  - e. Document system according to IT department standards.
  - f. Assist user and operating areas in implementing and supporting system, including system installation, training, and troubleshooting.

7. Provide technical advice and support to user departments; create ad-hoc reports; perform data analysis and problem solving.
8. Coordinate programming changes with manager, production control staff, technical services staff, and end-user departments according to business schedules and department procedures and standards.
9. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

- Basic principles of Project Management and assignment tracking.
- District organization, operations, policies, and objectives.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Principles and practices of work direction, supervision, mentoring and training.
- Principles, practices, and procedures of computers and the computer science field.
- Record-keeping techniques.
- Specific programming language(s), such as COBOL, SQL, UNIBASIC, UNIQUERY, HTML, COLDFUSION, .NET, ASP, CASCADING STYLE SHEETS.
- Specific software/programming language(s)/tools such as PeopleTools, including Application Designer, People Code, Application Engine (AE), Integration Broker/Tools, Process Scheduler, PS Query, SQR, Workflow, nVision, PeopleSoft Security, Tree Manager, Data Mover, BI Publisher/XML Publisher, Oracle (SQL, SQL Developer, SQL Plus).
- Technical aspects of field of specialty.

#### Skills and Abilities:

- Analyze situations accurately and adopt an effective course of action.
- Communicate technical and complex information both orally and in writing.
- Demonstrate interpersonal skills using tact, diplomacy, and courtesy.
- Establish and maintain effective working relationships with others.
- Relate effectively with people from varied cultural and socio-economic backgrounds.
- Train and provide work direction to others.
- Maintain records and prepare reports.
- Meet schedules and time lines.
- Perform multiple tasks concurrently and respond to emergency situations effectively.
- Plan and organize work.
- Recognize and resolve system related problems.
- Provide technical advice and support to users.
- Understand and follow oral and written directions.
- Work independently and make necessary decisions within department guidelines.

#### Training and Experience:

- Any combination of training and experience equivalent to: an Associate Degree in a computer related discipline and experience in systems design, programming, and/or systems software and support.

**WORKING CONDITIONS**

Physical Requirements:

Category III. Physical skill is required for keyboarding, mouse operation, and use of peripheral equipment.

Environment:

Work environment includes typical computer related noise levels and paper printing equipment.

Exposure to video display terminals occurs on a regular basis.