

APPLICATIONS AND DEVELOPMENT MANAGER

NOW HIRING

CITY OF PALM COAST CAREER
OPPORTUNITY





The City

One of Florida's newest cities (incorporated 1999), Palm Coast is a Florida paradise – situated on 70 miles of saltwater and freshwater canals and the Intracoastal Waterway and just minutes from pristine Atlantic Ocean beaches. Vibrant lifestyle and the natural environment go hand-in-hand here. The City offers a dozen beautiful parks, 125+ miles of connecting trails and paths for walking/bicycling, abundant fishing and boating, a year-round Running Series, and world-class tennis and golf. Lined with historic oaks, towering pines and indigenous vegetation, Palm Coast's parks and trails showcase the splendid elegance of the

native Florida landscape. Bird-watching is popular at St. Joe Walkway and Linear Park, which are designated as Great Florida Birding & Wildlife Trails, and visitors can spot dolphins and seabirds as they stroll along the Intracoastal at Waterfront Park. The City currently has an estimated population of 85,000.



The Position

The purpose of this position is to oversee the software platforms, in-house development and systems that support the City's operations and citizen interaction. Overseeing the projects and work of the Applications, Development and GIS divisions of the Information Technology department, this position will provide strategic direction to the overall architecture of City systems, evaluating business processes and alignment to the IT department's goals.

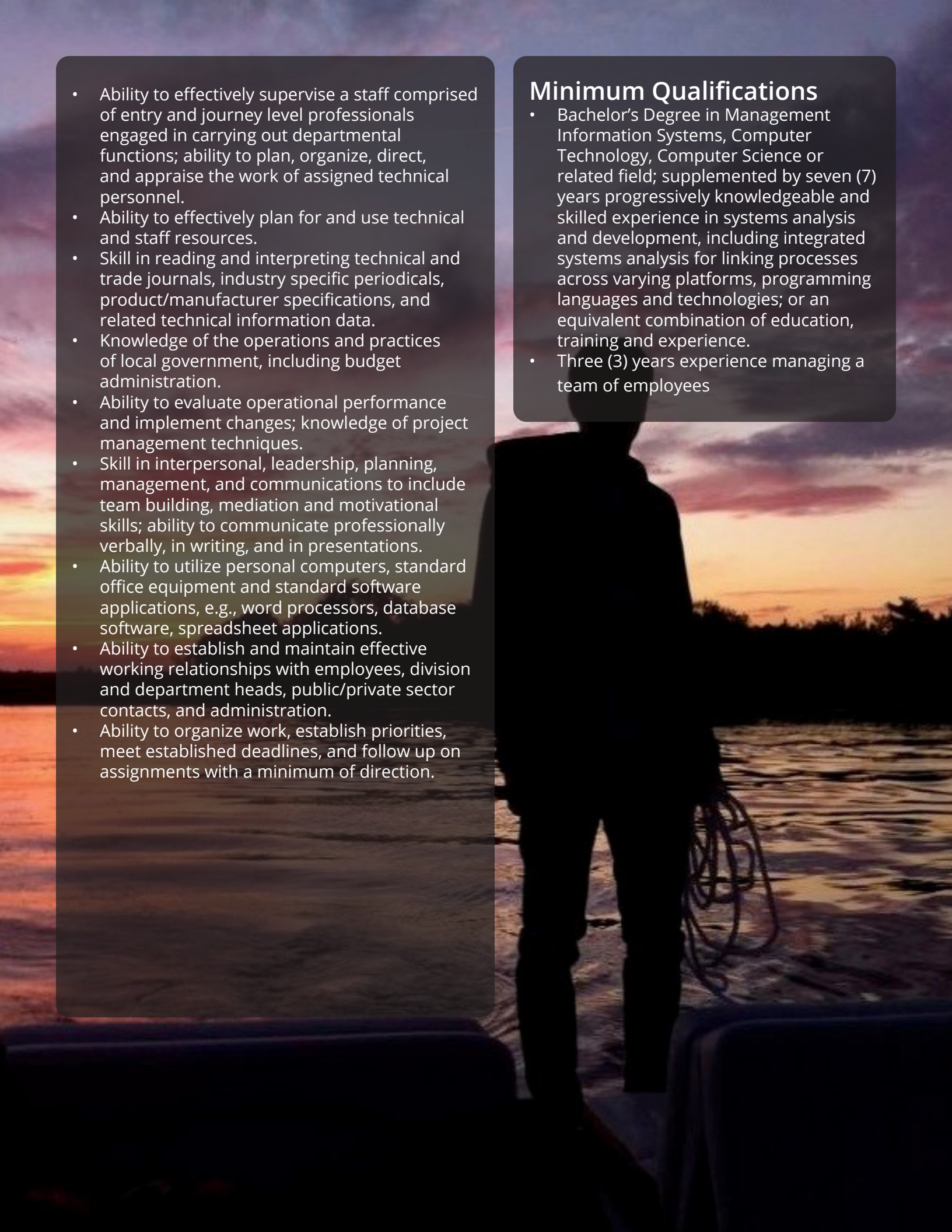
Performs responsible professional, highly technical and managerial duties with responsibility for designing, implementing, and maintaining the City's software systems. Performs design and configuration functions as needed and coordinates and directs the work of other IT support staff.

This position reports to the Director of Information Technology.

Key Duties and Responsibilities

- Assists department Director in establishing policies, procedures, and other business management documentation utilized at department and City levels; prepares and conducts presentations to senior management.
- Responsible for the selection, placement, promotion, training, development, discipline, safety, and appraisal of assigned employees.
- Receives, prioritizes and responds to staff, end user and department requests for troubleshooting, maintenance and resolution to requests for support concerning major and integrated systems of the assigned functional areas.
- Provides project management and leadership for their responsible divisions, major system installations, upgrades, and or modifications; may require management of multiple projects simultaneously to ensure adherence to critical paths and project goals.
- Provides advisement and consultation with management regarding the overall architectural vision of the assigned systems, problem anticipation and problem solving on an enterprise level. Participates in the development and implementation of Information Technology strategic planning.
- Functions as senior technician in ensuring proper integration of new and existing systems that may encompass multiple platforms and/or critical legacy systems.
- Identifies and documents user requirements to develop appropriate system solutions which support the City's goals and objectives.
- Develops complex Requests for Proposals, Quotes, Information (RFP, RFQ, RFP) for technology projects and systems, detailing specifications, minimum standards, desired outcomes, and project timelines where applicable.
- Develops and manages their division's budgets.



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- A person in a wetsuit is standing on the back of a boat, looking out at the ocean during a sunset. The person is holding a coiled rope. The sky is filled with orange and pink clouds, and the water reflects the light. The person's silhouette is visible against the bright horizon.
- Ability to effectively supervise a staff comprised of entry and journey level professionals engaged in carrying out departmental functions; ability to plan, organize, direct, and appraise the work of assigned technical personnel.
 - Ability to effectively plan for and use technical and staff resources.
 - Skill in reading and interpreting technical and trade journals, industry specific periodicals, product/manufacturer specifications, and related technical information data.
 - Knowledge of the operations and practices of local government, including budget administration.
 - Ability to evaluate operational performance and implement changes; knowledge of project management techniques.
 - Skill in interpersonal, leadership, planning, management, and communications to include team building, mediation and motivational skills; ability to communicate professionally verbally, in writing, and in presentations.
 - Ability to utilize personal computers, standard office equipment and standard software applications, e.g., word processors, database software, spreadsheet applications.
 - Ability to establish and maintain effective working relationships with employees, division and department heads, public/private sector contacts, and administration.
 - Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.

Minimum Qualifications

- Bachelor's Degree in Management Information Systems, Computer Technology, Computer Science or related field; supplemented by seven (7) years progressively knowledgeable and skilled experience in systems analysis and development, including integrated systems analysis for linking processes across varying platforms, programming languages and technologies; or an equivalent combination of education, training and experience.
- Three (3) years experience managing a team of employees



The Ideal Candidate

Would you like to work for an organization that seeks to be forward thinking and innovative with its use of technology? Do you find satisfaction in improving processes and solving problems through the data analysis? Does collaboration in a team environment fuel your passion? You may be the person we're looking for.

The ideal candidate for the Applications and Development Manager will have a good understanding of applications architecture and the possibilities available through various technology solutions. They should possess a strong desire for data-driven decision making and an understanding of data analysis. Streamlining operations through the optimization of business processes should also be a strong capability.



Compensation and Benefits

Starting salary range is \$73,864 - \$83,734. The full salary range is \$73,864 - \$126,550. The starting salary will depend on qualifications and experience. Benefits are excellent. The City offers a retirement plan where the City contributes 10% of the salary towards a 401(a) plan. In addition, the City offers an additional match up to 2% with employee contribution towards a 457 plan. For more information, about the City's benefits, such as health/dental insurance, vacation and sick leave, and other insurance plans, please contact Human Resources at human_resources@palmcoastgov.com or (386) 986-3718.



How to Apply

Apply online through the City's website at www.palmcoastgov.com/employment/openings. Questions should be directed to Human Resources at human_resources@palmcoastgov.com or (386) 986-3718.

Confidentiality

Under the Florida Public Records Act, all applicants are subject to disclosure upon receipt. References are checked after the interview and selection process is completed.

The Process

Applications will be accepted until the position is filled. The City intends to conduct a comprehensive recruitment and selection process to ensure that not only a qualified candidate is selected, but also one who will complement the City's organizational culture.

Other Important Information

The City of Palm Coast is an Equal Opportunity Employer and encourages women, minorities, and veterans to apply. A veteran's preference will be awarded per Florida law.





CLASSIFICATION DESCRIPTION

TITLE: APPLICATIONS AND DEVELOPMENT MANAGER **JOB CODE: 20 (Exempt)**

GENERAL DESCRIPTION OF DUTIES

The purpose of this position is to oversee the software platforms, in-house development and systems that support the City's operations and citizen interaction. Overseeing the projects and work of the Applications, Development and GIS divisions of the Information Technology department, this position will provide strategic direction to the overall architecture of City systems, evaluating business processes and alignment to the IT department's goals.

Performs responsible professional, highly technical and managerial duties with responsibility for designing, implementing, and maintaining the City's software systems. Performs design and configuration functions as needed and coordinates and directs the work of other IT support staff. General responsibilities include overseeing the implementation of new and/or enhanced service offerings, policies, and procedures to ensure the continued reliability and effectiveness of systems and providing technical oversight to support the City in accomplishing objectives using information technology solutions.

Employees in this classification are responsible for the management of technical support staff assigned the responsibility of supporting systems and applications in processing automated data management functions. Provides continuous monitoring of work processes to ensure quality assurance/control and improvements to current processes and procedures where applicable. Position reports to the Director of Information Technology.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assists department Director in establishing policies, procedures, and other business management documentation utilized at department and City levels; prepares and conducts presentations to senior management.
- Responsible for the selection, placement, promotion, training, development, discipline, safety, and appraisal of assigned employees.
- Receives, prioritizes and responds to staff, end user and department requests for troubleshooting, maintenance and resolution to requests for support concerning major and integrated systems of the assigned functional areas.

- Provides project management and leadership for their responsible divisions, major system installations, upgrades, and or modifications; may require management of multiple projects simultaneously to ensure adherence to critical paths and project goals.
- Provides advisement and consultation with management regarding the overall architectural vision of the assigned systems, problem anticipation and problem solving on an enterprise level. Participates in the development and implementation of Information Technology strategic planning.
- Functions as senior technician in ensuring proper integration of new and existing systems that may encompass multiple platforms and/or critical legacy systems.
- Identifies and documents user requirements to develop appropriate system solutions which support the City's goals and objectives.
- Researches current trends and development in the industry to systems under charge; identifies where new solutions or enhancements to current systems may improve operational or functional efficiency of assigned systems.
- Identifies when systems applications, hardware, components or other peripheral devices of the assigned systems are near exhausting expected life cycles; recommends implementations of new technologies accordingly.
- Develops complex Requests for Proposals, Quotes, Information (RFP, RFQ, RFP) for technology projects and systems, detailing specifications, minimum standards, desired outcomes, and project timelines where applicable.
- Communicates with vendors; oversees procurement functions specific to requirements, vendor evaluation; and contract development and execution.
- Works collaboratively with information services professionals in integrating other discipline components, standards and protocols, e.g., security administration, database administration, automated electronic systems, data network, voice network.
- Maintains an awareness of new products, technologies, trends, and advances in the profession; reads professional manuals and publications to increase knowledge of computer operations; attends user group meetings, conferences, workshops, and training sessions as appropriate.
- Implements industry best practices, policies and procedures pertaining to network services, telecommunications and desktop support operations.
- Develops and manages their division's budgets.
- Performs basic administrative duties including written reports, memorandums, letters, and electronic correspondence, interaction with others, and communication through telephone and meetings.
- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in Management Information Systems, Computer Technology, Computer Science or related field; supplemented by seven (7) years progressively knowledgeable and skilled experience in systems analysis and development, including integrated systems analysis for linking processes across varying platforms, programming languages and technologies; or an equivalent combination of education, training and experience; with three (3) years experience managing a team of employees.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Must possess and maintain a valid Florida Driver's License.
Relevant IT Certifications preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to effectively supervise a staff comprised of entry and journey level professionals engaged in carrying out departmental functions; ability to plan, organize, direct, and appraise the work of assigned technical personnel.
- Ability to effectively plan for and use technical and staff resources.
- Skill in reading and interpreting technical and trade journals, industry specific periodicals, product/manufacturer specifications, and related technical information data.
- Knowledge of the operations and practices of local government, including budget administration.
- Ability to evaluate operational performance and implement changes; knowledge of project management techniques.
- Skill in interpersonal, leadership, planning, management, and communications to include team building, mediation and motivational skills; ability to communicate professionally verbally, in writing, and in presentations.
- Ability to utilize personal computers, standard office equipment and standard software applications, e.g., word processors, database software, spreadsheet applications.
- Ability to establish and maintain effective working relationships with employees, division and department heads, public/private sector contacts, and administration.
- Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 25 pounds.
- While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.