

Supervisor of Application Development

The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.

PURPOSE: The Supervisor of Application Development is responsible for managing requests from network users for computer application services. The incumbent is expected to assign resources, coordinate efforts and implement various project components to ensure the quality of all application development for the Milwaukee Public School system. The incumbent is also responsible for interfacing with “end-users” to verify the quality and completeness of services provided.

ESSENTIAL FUNCTIONS:

- Evaluate application development project requests and determine appropriate course of action in accordance with policies and standards.
- Assign responsibilities to project leaders on a project-by-project basis, authorize production turnover.
- Demonstrate leadership and supervision for all subordinates including recommendations on new hires, promotions, disciplinary actions, terminations, etc.
- Conduct performance appraisals on subordinates and provide day-to-day guidance to supervised personnel on improving their performance and work efforts.
- Maintain detailed project records for all service requests and provide summaries of project efforts to the Manager of Application Development.
- Act as a liaison to user committees by supplying data processing knowledge to assist decision making and problem resolution as requested by the Manager of Application Development.
- Remain informed and encourage input from “end-users” by assessing their information technology needs and concerns and by meeting with MPS departments on a routine basis.
- Direct and actively participate in the development and enhancement of procedures, policies, and strategies for the division.
- Take on role as project leader to expedite current projects that are not on course to meet established deadlines.
- Determine training needs of staff on subjects including, but not limited to, systems analysis, programming skills, database technologies, new programming languages, etc.
- Direct and participate in the evaluation of hardware and software products that enhance application development productivity and controls of application systems.
- Submit recommendations relative to expenditures for capital or human resource needs for the division budget in order to meet the goals and plans of the division and the district.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Bachelor’s Degree in Information Technology or other related field from an accredited college or university.
2. Five years of progressively responsible project management experience in the Information Technology profession performing duties related to this position.
3. Residence in the City of Milwaukee within one (1) year of appointment and throughout employment.

Note: Equivalent combinations of education and experience may also be considered

DESIRABLE QUALIFICATIONS:

- Experience supervising computer application development staff.

KNOWLEDGE, SKILLS AND ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of software development tools, application development methodologies, and project management.
- Skill in preparing and presenting information to staff & management.
- Project management skills

Supervisor of Application Development (MPS)

- Skill in managing multiple projects and meeting multiple deadlines.
- Supervisory Skills, including training, assigning work, assisting and directing
- Staff, monitoring employee performance and preparing performance appraisals.
- Analysis and problem-solving skills.
- Oral communication skills.
- Written communication skills, including the ability to prepare reports.
- Good judgment and the ability to make independent decisions.
- Ability to plan, establish priorities and complete work within deadlines.
- Ability to work effectively with a variety of people.

THE CURRENT SALARY RANGE IS: \$62,098 - \$90,096 annually with excellent benefits. Recruitment is normally at the beginning of the range.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **January 21, 2011**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time and place of the examination.

APPLICATION MATERIALS and further information may be obtained in person or by mail from City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 East Wells Street, Milwaukee, WI 53202-3554, online at www.milwaukee.gov/jobs, or by calling (414) 286-3751.