

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_

# Class Title: Applications Development Team Supervisor

**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides leadership and management in developing solutions. Supports in developing alternate solutions to assist customer operations. Supervises, plans, monitors and provides technical guidance to personnel. Provides analysis services to all city departments. Coordinates implementation and support of control systems and other automation systems and equipment. Performs administrative and special duties.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Provides leadership and management in developing solutions by providing direction and guidance to staff and/or customers, developing project plans for new business applications, monitoring and managing plans, providing support for software packages and developing departmental standards.
2	S	Supports in developing alternate solutions to assist customer operations by providing technical expertise, writing requests for proposals and developing and administering contracts for vendor provided solutions.
3	S	Supervises, plans, monitors and provides technical guidance to personnel by providing direction and leadership to team members, assigning work, monitoring staff performance, completing performance appraisals, supplying individual guidance, maintaining technical training level for entire team, staying current on changing technology issues and completing paperwork on vacant positions.
4	S	Provides analysis services to city departments by conducting detailed analyses of current process flows, understanding multiple customers' businesses and processes and developing and conducting presentations to customers.
5	S	Coordinates implementation and support of control systems by analyzing technology needs for controlling and monitoring raw water collection and treatment, water delivery and wastewater removal, working with others to evaluate alternatives, coordinating information and monitoring staff, conducting or attending meetings and managing on-going support of implemented systems.
6	S	Coordinates implementation and support of other automation systems and equipment by analyzing and prioritizing technology needs of divisions, reviewing and applying governmental guidelines, proposing solutions to technical or business problems, providing information for procurement projects and custom development and coordinating and managing technology projects.
7	S	Performs administrative and special duties by preparing the annual budget, creating monthly status reports and updates, working with other departments to develop business continuity and plans, participating in meetings and conferences and providing technical assistance when necessary.

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**CLASS REQUIREMENTS:**

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three years experience of supervisory or managerial work.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read computer manuals, requests for proposals and various vendor papers.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division at the college level.
Writing	Work requires the ability to write requests for proposals, system requirement manuals, reports, technical documents and instructions.
Managerial	Managerial responsibilities include planning work activities for personnel.
Budget Responsibility	Researches for documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Presentations
Sitting	F	Computer, desk work, meetings
Walking	F	Inter-office, to/from meetings, offsite work
Lifting	R	Printer paper, documents, books, binders
Carrying	O	Printer paper, documents, books, binders
Pushing/Pulling	R	Office supplies
Reaching	O	Books, binders, documentation
Handling	O	Paperwork, office supplies, books, binders
Fine Dexterity	C	Computer keyboard, writing, telephone keypad
Kneeling	R	Connect computer equipment
Crouching	N	
Crawling	N	
Bending	N	
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, reading
Hearing	C	Staff, supervisor, telephone, meetings, presentations
Talking	F	Staff, supervisor, telephone, meetings, presentations
Foot Controls	N	
Other (specify)	N	

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**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, Standard Microsoft Windows and Office software, copy machine, fax machine, telephone, laser or inkjet printer

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	D
Chemical Hazards	N	Extreme Temperatures	M
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	M
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)