



OFFICE OF COURT ADMINISTRATION

David Slayton
Administrative Director

JOB VACANCY NOTICE

Posting Date: September 7, 2018

Closing Date: Until Filled

Job Listing Identification Number: 00002928

State Class. No. and PayGroup: 1604/B26

State Job Title: Manager V

FLSA Status: Exempt Non-Exempt

Agency Job Title: Application Development & Support Manager

Location: Austin, Texas

Monthly Salary Range: \$7,391.68 – \$7,687.35

Type of Job: Full Time Part Time

Remarks: Salary commensurate with experience.

Travel Required: Yes 5% No

Job Description:

Performs highly advanced (senior-level) managerial work administering the daily operations and activities of the Information Services application development and support team. Establishes goals and objectives; develops best-practice application development guidelines, procedures and policies; Works with the Project Management team to develop schedules, priorities, and standards for achieving established goals; coordinates and evaluates application development team activities; develops and evaluates team training and purchase requests. Provides guidance on the analysis of user requirements, process automation and improving existing systems supported by OCA Information Services. Manages, assigns, and supervises the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Position reports to the Deputy Director of Information Services.

Minimum Qualifications:

- Graduation from an accredited four-year college or university.
- Major course work in computer information systems, computer science, management information systems, or a related field. Each additional year over the minimum experience requirement may be substituted for a year (30 semester hours) of the required education.
- Working knowledge of the Software Development Lifecycle process.
- At least six years hands on experience in an Information Technology environment with a minimum of three years in a management position.

Preferred Qualifications:

- Experience and understanding of current technology in a Microsoft Stack environment.
- Experience in managing staff, managing application development projects, and developing IT standards, guidelines, processes and procedures.
- Ability to communicate effectively (both written and verbally) and prepare clearly written documentation on technical matters, in non-technical terms.
- Ability to identify problems, evaluate alternatives, propose solutions, and implement effective solutions.
- Experience in overseeing vendor contracts.

Essential Job Functions:

- Effectively manages the application development and support staff.
- Provides technical direction and guidance to staff. Oversees application planning, implementation, testing and performance tuning activities.
- Develops and implements strategic planning for application development. Evaluates appropriate software technologies for potential acquisition. Maintains a knowledge base of current and preferred software technology solutions.
- Develops, implements, and maintains programming and documentation standards.
- Serves on the Change Advisory Board to help analyze new application development requests, determines level of effort, funding, and staffing requirements.
- Communicates and coordinates effectively with the Project Management team on all active and planned projects. Serves as first escalation point for Project Management team.
- May oversee multiple activities concurrently. Reviews non-project work progress and addresses schedule delays. Identifies and mitigates risks as needed. Escalates issues and recommends solutions to Information Services management when appropriate.
- Collaborates with the Infrastructure Technology manager to ensure that IS day-to-day operations are run effectively and efficiently with minimal impact to OCA customers.
- Monitors status of service requests assigned to the team to ensure timely resolution. Identifies service failures, documents opportunities for improvement and recommends solutions to implement improvements.
- Establishes and maintains an effective staff training program for Application Development team. Identifies training needs, determines most effective and efficient training methods, and provides cross-training opportunities for staff.
- May conduct presentations regarding scope/strategy of projects to internal and external entities.
- Provides technical assistance to judicial entities.
- Participates in the IS planning and budget process.
- Performs related work as assigned and complies with all OCA policies.

Employment Conditions:

- Criminal background check required.

Note:

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met.

0673, 3D0X4, 26, 030, C4/11, ISM, 782X, 255A

Additional Military Crosswalk information can be accessed at

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_InformationTechnology.pdf

To Apply:

Submit an application through Work in Texas at this link -

https://wit.twc.state.tx.us/WORKINTEXAS/wtx?u=1535587679088&pageid=APP_HOME.

Or

Download a State of Texas Employment Application at this link -

<https://twc.texas.gov/jobseekers/state-texas-application-employment#seeAlso> . Email the completed application to OCAHumanResources@txcourts.gov .

Applications must be complete, including start and end dates of work experiences. Resumes may accompany applications but will not be accepted in lieu of completed applications.

Following a screening of applications, interviews of qualified applicants who have submitted a completed application will be scheduled. Only applicants interviewed will be notified of their selection or non-selection.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.