

## **DIRECTOR OF APPLICATIONS DEVELOPMENT AND SUPPORT 49-O**

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the management of the County's application systems analysis, design, development and support activities. The incumbent oversees the development and/or acquisition and implementation of new or revised application systems and programs and assists in projecting departments' software and hardware requirements. The incumbent is responsible for managing total project management and timeline analysis. Work is performed under the supervision of the Chief Information Officer with leeway for independently performing most duties of the position. Supervision is exercised over the Programmer/Analysts and Applications Development and Support staff providing leadership and strategic direction to ensure efficient and effective services and deliverables to the user community.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Meets with department and/or agency representatives to determine data management and workflow requirement needs;

Supervises the collection and organization of functional requirements, analyze those requirements and develop a conceptual (logical) representation of the requirements;

Manages, coordinates and schedules staff to ensure that all tasks are completed in a successful and timely manner and provides supervisory oversight over the activities and the performance of subordinate staff;

Directs the preparation of work-flow analyses and process re-engineering;

Confers with and advises subordinates on administrative policies and procedures,  
technical problems, priorities and methods, prepares activity and progress reports  
regarding the activities and the application development and support;

Conducts feasibility studies, documents business and systems requirements and develops  
project plans, including time and cost estimates;

Develops, oversees and evaluates all Requests for Proposal for acquisition of business  
applications software;

Designs, develops and administers systems based upon relations database management  
software such as Microsoft SQL Server or upon object oriented database  
software;

Supervise the development of Web-based applications using one or more of HTML,  
ASP.NET, VB.NET and SQL or other tools appropriate to the application;

Assists County departments by creating reports as needed from system data;

Operates a variety of office and computer equipment;

Performs related work as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the operations, capabilities and  
technology trends in the field of hardware and software application programs; thorough  
knowledge of current principles and practices within the technology field; thorough  
knowledge of systems analysis and application development; thorough knowledge of web

based applications development; thorough knowledge of modern project management principles and practices; good knowledge of programming languages, database development and other software development productivity tools; demonstrated ability to prepare detailed analyses and to create and implement cost effective business solutions; ability to gain and maintain confidence and cooperation of others; ability to organize, direct and coordinate the activities of subordinate staff; good judgment; and integrity.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with a Bachelor's Degree or higher in Computer Sciences or a related field and six (6) years of experience supporting hardware and software in a large enterprise environment, including four (4) years in the field of systems analysis and programming; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with an Associate's Degree or higher in Computer Sciences or a related field and eight (8) years of experience supporting hardware and software in a large enterprise environment, including four (4) years in the field of systems analysis and programming; or

- (C) Graduation from high school or possession of a high school equivalency diploma and ten (10) years of experience supporting hardware and software in a large enterprise environment, including four (4) years in the field of systems analysis;
- or
- (D) An equivalent combination of training and experience as described in (a), (B), and (C) above.

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: 03/0507

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised in Classplan on 6/29/07

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Revised and Replaced in Classplan: 3/25/2025 (Edu)