

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Coordinator, Programming/Application Development, OTAN

DEFINITION

Under general direction, plans, coordinates and manages projects and activities within Technology Services including the development of data management systems and online Web applications to meet clients' technology needs; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Director, OTAN

SUPERVISION OVER

Professional, clerical and technical personnel as assigned

DUTIES AND RESPONSIBILITIES (This position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in this classification.)

Programming/Application Development

Develops and/or provides oversight for sophisticated data management systems and Web applications according to client needs; provides technical support for clients; utilizes Cold Fusion components and a framework methodology to produce clean, modular and efficient code; writes and tunes SQL queries using complex joins, stored procedures and views; establishes and oversees implementation of security protocols; follows coding standards and proven best practices; utilizes programming standards to address accessibility guidelines; manages the testing process and tests code for all contingencies; maintains and modifies existing applications.

Project Management

Coordinates and monitors activities of web development staff communicates with clients and translates complex business requirements into extensible, scalable and maintainable applications; updates and maintains communication with clients; monitors regarding project activities; prepares written documents including reports and evaluations as specified by project objectives and activities.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Possession of a bachelor's degree in Computer Science, or related field; advanced degree is preferred; successful experience developing complex technology related grants or projects; current experience developing web applications with ColdFusion and SQL Server; experience leading a programming team.

Knowledge of:

Project management and principles of organization; current releases of ColdFusion and SQL Server; Cascading Style Sheets (CSS; JavaScript); database architecture; framework methodologies such as Fusebox; system development life cycle; federal accessibility standards and W3C code validation; standard software applications; software and Web applications development procedures.

Skill and Ability to:

Develop and manage the programming of complex database-driven Web sites; develop measurable goals and objectives and evaluate progress toward achievement; set priorities and timelines; make decisions on a variety of complex technical matters; work with Web development staff to determine appropriate processes and procedures to address specific objectives; organize work to meet strict deadlines; plan, coordinate and manage technical assistance and professional development activities; communicate effectively in both oral and written forms; interact with clients and users in non-technical, clear terms; establish and maintain cooperative working relationships with staff, organizational members, grantors and other clients.

Other Characteristics

Possession of a valid California driver's license and willingness to travel.

Revisions approved by Personnel Commission 11/9/10

Former title: Coordinator, Technology Projects

Approved by Personnel Commission 11/14/00