

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 5589
Job Title: Director Application Management and Development
Salary Grade: 24
Bureau: Technology
Department: Enterprise Technology
Dept. Budget No. 009
Position I.D. 9500127
Shakman Exempt

Characteristics of the Position

General Overview

The Director of Application Development and Management is an executive management position with direct participation and preparation of policy, strategic planning and operation direction. Directs the production, scheduling and computer operations of all activities associated with computer data processing for all agencies and departments within Cook County government. Plans, organizes, and coordinates the overall functions of the Application Management and Development (AMD) including systems analysis and programming operations. Is responsible for the overall maintenance and reliability of all systems in the data processing area including network reliability, assuring on-time production (batch) processing, meeting response time (on-line) service levels, establishing and enforcing standards for controlling work flow and the integrity of data through the production process, and ensuring the quality of production work and the security of material, equipment, files and personnel within the division. The Director serves in a confidential advisory role and reports to the Chief Information Officer.

Key Responsibilities and Duties

Directly manages the managers of Systems Development, Policy and Programming in the scheduling of assignments of tasks to department staff.

Oversees and the performance management operation and initiatives.

Creates and ensures the enforcement of departmental policies with regard to maintenance of equipment, production standards and individual responsibilities of department personnel.

Safeguards confidential files pertaining to the agencies and departments of Cook County government.

Authorizes all automated development projects to ensure that reasonable solutions to work requests can be accomplished in a timely manner.

Reviews project work plans and prioritizes them for completion.

Evaluates new hardware and software technology, recommending purchase of upgrades and enhancements to existing systems.

Prepares budgets and related financial documents for ADM.

Works with confidential and sensitive documents related to County-wide usage of computerized systems, security matters related to access and maintenance of data on the County computer systems, and personnel issues.

Knowledge, Skills and Abilities

- Knowledge of current computer and electronic data processing systems and technology solutions to business problems. Knowledge of system analysis, computer programming and computer operations.
- Excellent verbal and written communication skills with demonstrated management and supervisory abilities.
- Ability to establish excellent working relationships with individuals inside and outside of County government at the executive, technical, managerial and supervisory levels.
- Ability to prepare annual and quarterly budget and expenditure reports and the ability to estimate resource requirements (staffing and system equipment) and cost of maintaining production services.
- Ability to plan, direct and coordinate the myriad operational details and projects within the AMD organization and ensure the competent completion of all assigned tasks.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree PLUS eight (8) years data processing experience with at least five (5) years in production scheduling and computer operations supervision and management; **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Masters' Degree in Computer Science or Information Technology or related field with information systems focus (i.e. Business Administration, Engineering).

The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.