

**SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS**

601 North E Street, San Bernardino, CA 92415-0020 • Ted Alejandre, County Superintendent

**MANAGER, SOFTWARE SYSTEMS  
(PERSONNEL/PAYROLL)**

<b>SALARY:</b>	\$123,521.28 - \$139,353.60 Annually (Range 145)
<b>LENGTH OF SERVICE:</b>	12 Months/228 Days per Year
<b>APPLICATION DEADLINE:</b>	March 26, 2019 (4:00 PM PST)
<b>LOCATION:</b>	Technology Joint Powers Authority (JPA), San Bernardino

**POSITION DESCRIPTION**

The Manager, Software Systems (Personnel/Payroll) is responsible for the development and testing of software applications. This position establishes priorities and allocates staff hours to address requests for the development, correction and/or enhancement software applications. The Manager, Software Systems (Personnel/Payroll) reviews all activities related to systems design, analysis and programming for the personnel and payroll applications.

**ESSENTIAL JOB FUNCTIONS**

- Assesses client software system needs;
- Establishes work priorities and standards;
- Works with other Information Technology Managers to coordinate application branding across all applications;
- Manages the design of software systems and prototypes;
- Coordinates program testing, client meetings and presentations;
- Maintains technical standards for the development of software programming;
- Resolves the most complex user software, hardware and data problems;
- Evaluates evolving technologies;
- Supervises staff;
- Performs related duties as assigned.

**JOB REQUIREMENTS**

**Experience** in assessing and communicating client needs in technical terms, identifying and recommending effective technical and systems design solutions to meet client needs, managing software systems installations and technical training, managing technical staff and resources to meet established goals and timelines, developing and conducting effective oral and written presentations;

**Skill** translating customer needs into technical design and specifications, designing and implementing software solutions in a client/server-NT-or Windows-based environment and interfacing with mini or main frame operating system environment, developing and presenting technical software application design specifications, managing project resources and timelines, facilitating technical group processes in the development and design of new systems technologies, researching and developing new technologies based upon industry trends and standards, working with school district information systems;

**Knowledge** of client/server technologies, Windows operating systems, mini or main frame operating systems (environment, systems application, development and design) environment, systems applications, development and design; systems engineering and software development;

**Ability** to develop and implement systems to meet the program goals, successfully and simultaneously manage multiple projects, analyze and assess operational procedures, allocate staff to meet program goals, communicate effectively and persuasively in large and small group settings, provide strategic leadership in a collaborative environment, prepare clear and concise written materials, interact effectively with a variety of individuals, travel to various locations, maintain a flexible work schedule;

**Physical Abilities** include sitting for extended periods, talking/hearing, and near and far visual acuity/depth perception/color vision/field of vision.

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in information systems, computer science or a closely related field;
- Four (4) years experience managing IT software application design, development and installations;
- Four (4) years' experience in .NET Visual Basic and .NET ASP programming in a school district personnel and payroll environment, including experience using Multi-Tiered Component Object Modeling Systems Development;
- Two (2) years' experience supervising technical IT staff and projects;
- Possession of a high school diploma (or its equivalency) or higher or possession of a GED.

### **DESIRED QUALIFICATIONS**

- Advanced degree or coursework in IT or a closely related field;
- Experience in school district personnel and payroll systems design and application development;
- Experience in HP3000 Image database environment, HP operating systems, COBOL software application design and programming.

### **NECESSARY MATERIALS FOR APPLICATION**

- Completed Ed-Join Online Application (*incomplete applications will not be accepted*);
- Letter of Application;
- Current Résumé;
- Copy of Bachelors' Degree;
- Three (3) Current (*signed and dated within 3 years*) Letters of Reference.
- Applicants must meet minimum qualifications and attach all necessary materials to online application prior to the stated deadline, to qualify as a candidate.

**APPLICATION PROCESS:** All applications must be submitted through Ed-Join. Go to the San Bernardino County Superintendent of Schools website at [www.sbcss.k12.ca.us](http://www.sbcss.k12.ca.us); click on Human Resources; scroll down then click on "Click Here to Jump to the EDJOIN website" and attach your online profile ***to this job posting #***. If you are disabled and need reasonable accommodations to complete the application process, please contact Human Resources at 760 East Brier Drive, San Bernardino, CA 92408 • (909) 386-9561. This facility is handicapped accessible.

*The County Superintendent of Schools recognizes that the County Superintendent of Schools Office has primary responsibility for ensuring that it complies with applicable state and federal laws and regulations. The County Superintendent of Schools does not discriminate on actual or perceived sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race, immigration status, ancestry, national origin, religion, color, mental or physical disability, age or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance or regulation, in its educational program(s) or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which the application was made.*

State law requires all of our employees to be fingerprinted for the purpose of a confidential background investigation and prohibits the commencement of employment until the background investigation has been completed. Proof of freedom from active tuberculosis based upon an intra-dermal test must be furnished at time of employment. Public Law 99-603 (Immigration, Naturalization & Control Act of 1986) requires that all employees hired after November 6, 1986 provide proof of work eligibility. Therefore, if hired please be prepared to present appropriate documentation verifying identity and ability to work legally in the U.S. An Equal Opportunity Employer.