

**ALAMEDA COUNTY OFFICE OF EDUCATION**  
**Job Description**

*Disclaimer – Job descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They are not intended to include every possible activity and task performed in every position.*

**JOB TITLE: Director I – Software & Web Development**

**Range 18**

**FLSA: Exempt**

**SUMMARY**

Under the direction of the Director of MIS, performs software development activities including those that relate to any website created or maintained by ACOE; performs project management and planning, staffing, and scheduling; manages design specifications; as lead architect, oversees the overall design and implementation of software products and systems.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

- Manages short and long term system projects and timelines; determines key milestones. (E)
- Supervises, trains, and evaluates programmers and webmasters, and coordinates and manages the software development team. (E)
- Creates and manages schedules, estimating tasks and distributing workload. (E)
- Serves as the primary liaison between development group and outside agencies. (E)
- Determines needs assessment and develops system proposals. (E)
- Performs system requirement analysis and design. (E)
- Selects, manages, and supervises assigned staff; meets with and evaluates staff. (E)
- Develops and monitors annual budget for software development group.
- Recommends, purchases, and implements software and hardware technologies.
- Generates system status reports for various projects to keep departments and outside agencies informed.
- Monitors software, networking, and hardware issues and system performance.
- Identifies and acquires supplies, services, and capital needs.

- Performs a variety of other duties as assigned.

**MINIMUM QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.*

**Knowledge of:**

Alameda County Office of Education policies and procedures.  
Software development languages, systems, best practices, and terminology.  
Role of technology in Education.  
Administrative practices and techniques.  
Principles of telecommunications.  
Budget preparation and control.  
Principles and practices of management.  
Statistical, research, and survey methods.  
Policies and objectives of assigned programs.  
Software engineering.  
Principles of software design.  
Office equipment such as computer, printer, fax machine, photocopier.  
Word processing, database and other related software applications.

**Ability to:**

Plan, implement, and manage software development programs.  
Plan, organize, and administer programs.  
Prepare and monitor a budget.  
Plan, coordinate and document projects.  
Prepare and deliver oral presentations.  
Train, supervise, and evaluate staff.  
Prepare reports; maintain records.  
Communicate effectively verbally and in writing.  
Work with accuracy and attention to detail.  
Operate PC and related software applications.  
Effectively organize and prioritize assigned work.  
Establish and maintain effective working relationships with other people.

**EDUCATION and/or EXPERIENCE:**

*The following requirements demonstrate possession of the minimum knowledge, skills, and abilities necessary to perform the duties of the position.*

Bachelor's degree from a four-year college or university in computer science or a related field.  
Five (5) years experience in software development, including two (2) years of supervisory experience.  
Maintain a valid State of California driver's license and an acceptable driving record.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must

regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions and uses personal vehicle, and occasionally works in evenings or on weekends. The noise level in the work environment is usually moderate.

**Approved By:            Personnel Commission**  
**Approved Date:        December 21, 2007**