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| **Date:** | *Updated August, 2023* |
| **Job Title:** | Applications Development Manager |
| **Reports To:** | Director of NORIS |

**Nature of Work**

The Applications Development Manager manages the NORIS Applications Programming staff and is responsible for all phases of applications development, programming and maintenance. The Applications Development Manager is a professional position that may, on occasion, require work hours beyond the regular 8:00 A.M. to 4:30 P.M., 40-hour week. This is a Full-Time hybrid management position requiring two in-office work days per week.

**Specific Position Requirements**

Work experience in applications analysis/development or a combination of education and experience which demonstrates the ability to perform the duties of this position. Bachelor’s degree from an accredited college or university in computer related field is desired. Ten plus years of experience in application analysis/development and/or project management in application analysis/development desired.

Knowledge of all aspects of the full life-cycle of software development. Analyze complex business problems and determine an IT solution. Strong problem solving and analyst skills. Knowledge of SQL Server. Knowledge of Uniface and C# a plus. Must possess and maintain a valid driver license or state identification. The ability to obtain and maintain LEADS certification.

**Duties, Key Responsibilities and Accountabilities as may be assigned**

* Assist with overall planning, management and completion of IT projects.
* Assist with project documents and plans, timeline management, managing relevant details including collaborating with user agencies.
* Manage the Applications Programming staff including evaluations and recommendations for hiring, termination, and promotion.
* Recommend, implement, monitor and evaluate new applications, development tools and environments across the project areas.
* Professional written and oral communication skills in English.
* Assist the NORIS Director in planning and decision-making.
* Represent NORIS to user groups and professional organizations.
* Obtain and maintain LEADS certification.
* Perform other duties as required.