

**MONTGOMERY COUNTY GOVERNMENT, VIRGINIA
POSITION DESCRIPTION**

TITLE: LEAD APPLICATIONS SPECIALIST

GENERAL DESCRIPTION

The essential functions of the position within the Information Technology organization are to:

- Work closely with the CIO to develop and maintain the applications strategy and applications architecture for Montgomery County.
- Ensure that the application portfolio used by Montgomery County meets the needs and is supported properly.
- Works closely with other Applications Specialist to mentor, advise and help build their knowledge in the areas of application design, development, installation, configuration and support. The position will work closely with IT Operations and IT Customer Service to make sure the end user experiences with these applications are what they should be. The position works under general supervision independently developing work methods and sequences.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Analyzes and understands functional business needs and requirements.

Translates business requirements into IT solutions by developing, configuring, modifying, and integrating applications as required.

Works with functional end users to test and implement new or changed applications in a way that has minimal impact on the organization.

Works closely with IT Operations to ensure that the technical infrastructure supports the needs of the applications in terms of performance, data storage, data backups and recovery.

Works closely with IT Customer Service to ensure that client PC configurations are adequate to access and use the applications and that problem resolution and escalation happens in a timely manner.

Develops, and maintains end-user and technical documentation for the application portfolio.

Studies, trains, and researches current issues in industry and peer government institutions.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Responsible for the support of the IT Application portfolio and the integrity of the data used, created by and managed with these systems.

Responsible for application development standards for code design, documentation and change management where applicable.

Responsible for understanding the primary functional needs of all departments and agencies support by IT and to provide process automation where possible to enhance productivity within the organization.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

LEAD APPLICATIONS SPECIALIST

Works closely with CIO to define IT Applications Strategy.

Serves as project manager within the IT Applications function to make sure commitments are met and functionality is achieved.

Works with functional management and their representatives to understand their issues and needs for process automation.

Works with other IT Applications Specialist to help mentor and improve their skills.

Works closely with CIO to coordinate work efforts within the IT Applications team.

Works closely with other IT team leads to ensure synergy within the IT function.

Maintains close relationships with application vendors in terms of project management, support of existing applications and the development or implementation of new solutions.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Works with application software code, vendor supplied applications, project schedules and various forms of documentation.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Responsible for numerous application programs and the maintenance of the data created or managed within.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires no responsibility for the safety and health of others.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses basic mathematical and statistical skills when developing application software and calculating work efforts.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads journals and manuals; composes specialized reports and business letters using proper format and grammar.

Must be able to effectively communicate with and earn the respect of internal functional departments and agencies.

Must be able to effectively communicate with external vendors.

Must be able to communicate effectively with the CIO, other IT team leads and the Applications Specialists on the team.

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COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

Must be able to obtain a detailed understanding of the functional business operations and the IT application technology used to support those operations.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with serious impact - affects most units in organization, and may affect citizens. Poor decisions can lead to significantly reduced productivity, data loss or financial burdens.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires education or training equivalent to a bachelor's degree or higher in the field of Information Technology or Computer Information Systems.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires eight or more years of related experience in the IT Applications environment.

Experience managing medium to large projects crossing multiple business functions.

Experience with modern applications development, database and reporting technologies.

Experience with Customer/Citizen facing applications in support of E-government.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and some dexterity in operating technology equipment.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

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The position is exposed to no unusual environmental hazards.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The Montgomery County Government of Virginia is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.