

MICHIGAN SENATE

MICHIGAN SENATE INFORMATION SERVICES

POSITION POSTING

APPLICATION DEVELOPMENT MANAGER

SUMMARY:

Under the direction of the Director of the Senate Business Office and supervised by the Senate Information Services (SIS) Director, the Application Development Manager (ADM) is responsible for coordinating, planning, overseeing, upgrading, and supporting all activities related to application development at the Michigan Senate. The ADM supervises the application development teams that analyze, design, develop, and monitor Senate applications and supporting systems or technologies. The ADM determines the application technology needs of the Senate and is responsible for implementing computer applications or systems to fulfill the Senate's application requirements for productivity and efficiency. The ADM coordinates efforts between the application development teams and other nonpartisan and partisan departments. The ADM fully understands the entire application portfolio and makes recommendations to the SIS Director for new technologies and methods to improve service and efficiency within the organization.

ESSENTIAL JOB FUNCTIONS:

- Strategizes with the SIS Director and coordinates with inter-departmental supervisors to lead the application development teams, including meeting goals and objectives of the Senate in conjunction with the Director of the Senate Business Office
- Collaborates with IT leadership from other organizations within the Legislature; advises and guides application development projects and provides directional recommendations to partisan and nonpartisan leadership
- Strategizes and collaborates with the IT Services Manager regarding future information technology and application services to provide recommendations to the SIS Director as appropriate; promotes cooperation with the staff and an understanding of Senate applications
- Supervises teams of application developers using both traditional project management and Agile-based methodologies, including mentoring, providing feedback, overseeing prioritization of workflow, ensuring deadlines are met, verifying work product is valuable and of high quality, and ensuring a high level of service is provided
- Oversees the Scrum team, supports the foundational principles and values of Agile and Scrum
- Formulates and promotes standards for development methodology
- Manages the development and deployment of new applications, software, and architectural solutions
- Performs the review and analysis of existing applications' effectiveness and efficiency and develops strategies for improving or leveraging these systems throughout the Senate
- Develops and uses a systematic approach to analyze and solve problems; acts proactively to anticipate and mitigate risk; visualizes the big picture and effectively identifies key issues; designs efficient and effective solutions using existing and new technology and application architectures
- Oversees application developers who are tasked with writing code and unit tests; ensures product architecture and implementation are maintainable and extendable to accommodate future development; champions user-centered and iterative design approaches to development
- Oversees or handles all project management as it relates to Senate applications, including assessing technical skill levels and resources needed to complete projects, providing support and direction for resolving technical or organizational issues, arranging group discussions, advising team members on technical and support issues, and resolving scheduling conflicts within the group as needed

- Determines personnel needs and consults with the SIS Director; coordinates with the Senate Business Office to recruit and interview job applicants and submits recommendations of individuals for consideration to the SIS Director; creates a plan for staff training and professional development; motivates subordinates and performs personnel evaluations; initiates disciplinary actions as necessary
- Evaluates application requests to purchase computer-related equipment and software to ensure compatibility with existing technology directions deployed and ensures new purchases will meet the required needs of the Senate
- Analyzes the Senate's business processing needs and develops manual and automated systems to meet them
- Oversees and enhances development processes to improve product quality; provides recommendations for new technologies and end-user measurement and management tools to the SIS Director
- Develops metrics to monitor software development and quality assurance
- Develops and implements best practice guides for Senate application teams

SECONDARY DUTIES AND RESPONSIBILITIES:

- Collaborates with the IT Services Manager to design training programs and workshops for staff in conjunction with the Helpdesk Supervisor
- Develops and maintains job descriptions for staff; conducts annual performance reviews of staff as directed
- Participates in the evaluation, testing, and recommendation of new software packages under consideration by the Senate as requested
- Provides technical advice to the structuring of new or existing vendor contracts as requested
- Submits biweekly status reports to the SIS Director
- Performs all other duties as requested by the Director of the Senate Business Office and the SIS Director

EDUCATION/EXPERIENCE:

- Bachelor's Degree in Information Technology or a related field required
- Three years or more of supervisory experience required; experience managing teams of developers required
- Three years or more working as a developer required
- One year or more working on a Scrum team required
- Strong software design skills preferred
- Other combinations of education and experience evaluated on an individual basis

SKILLS AND KNOWLEDGE REQUIRED:

- Knowledge of the principles and techniques of management, including organization, planning, staffing, training, budgeting, and reporting
- Ability to instruct, direct, and evaluate employees
- Ability to manage interpersonal conflicts and resolve them
- Knowledge of Windows Server environments and Microsoft SQL Server
- Extensive knowledge of Agile philosophy and methods, i.e. Scrum, Kanban, XP
- Ability to identify when Scrum is being applied incorrectly, explain why and offer guidance on how to improve
- Knowledge of the Microsoft stack of development tools and languages; Visual Studio, C# .NET
- Knowledge of workstation operating system support consisting of Office 365 desktop and Office 365 online

- Ability to prioritize multiple tasks in a fast-paced environment and work within time frames that may be rigid or subject to change on short notice
- Ability to recognize, gather, assemble, correlate, and analyze facts and use them to draw conclusions; ability to define problems and devise solutions or suggest alternatives
- Ability to follow directions and work independently
- Ability to communicate with others, both orally and in writing
- Ability to work closely and interactively as part of a technical support team
- Excellent customer service skills
- Excellent analytical and critical thinking skills
- Ability to work outside of prescribed work hours when necessary
- Ability to maintain confidential information
- Ability to work in a professional and nonpartisan manner
- Ability to develop and maintain good working relationships with legislators and other elected officials, staff, vendors, and other agencies

This job description is not intended as a comprehensive list of all of the duties required of this position. Additional duties may be assigned from time to time, and the listed duties are subject to change at any time, with or without notice.

STATUS: Salaried with a standard benefits package

SALARY: \$110,000 – \$135,000

WORK SCHEDULE: Monday-Friday, 8:30 AM to 5:00 PM; evenings & weekends as necessary

GOVERNING CAUCUS: Nonpartisan

This is a non-civil service, at-will position.

Interested applicants, please direct inquiries, cover letters, and resumes to:

Senate Business Office
PO Box 30036
Lansing, MI 48909

Or email to:

resume@senate.michigan.gov

The Michigan Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, or any other legally protected status. If you are a person with a qualified disability, you may request any needed reasonable accommodation to participate in the application, testing, and/or interview process by contacting the Senate ADA Coordinator at 517-373-1675.