CITY OF FONTANA
SOFTWARE DEVELOPMENT SUPERVISOR
$8,004 - $9,730/mo. + benefits
Pending City Council approval of updated job description

DEFINITION: The Software Development Supervisor is responsible for professional level work involving the oversight, and supervision of the City's custom software development efforts and programming staff.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Perform user needs analysis, including documenting current business processes.
- Research and give recommendations on various "build or buy" software options to improve services and reduce costs.
- Design, code, implement, and maintain various in-house software applications, middle-ware, interfaces, utilities, and web applications.
- Organize and prepare program and system documentation under established guidelines.
- Prepare system and program flowcharts.
- Code and debug complex programs.
- Design tests and test data requirements.
- Develop, implement, and monitor adherence to new programming, documentation, source code management, and naming convention standards.
- Serve as a team leader, supervising, evaluating, guiding, mentoring, and training other Programmers, Analysts, and assigned personnel.
- Coordinate the effective use of the team's time and ensure efficient communication between team and other IT areas and departments.
- Formulate plans and procedures for data and process conversions to new automated systems.
- Outline, coordinate, and conduct training of users in various custom developed software applications.
- Monitor and oversee computer controls, operations instructions, audit trails; takes appropriate action to ensure standards are adhered to.
- Write interfaces for various computer systems within the City, including public safety systems, financial systems, maintenance management, and land/GIS systems.
- Interact with other groups within the IT Department to ensure that systems are interoperable and that information is appropriately shared and non-redundant.
- Assist in long-range planning, as well as, short-term system development planning.
- Conduct research and analysis for new technology requests from various departments.
- Develop detailed project plans, including task resource assignments, schedules, and funding.
- Work positively and constructively with users in a highly technical and demanding environment.
- Communicate clearly and concisely, both orally and in writing.
- Work with subordinate employees to correct performance deficiencies.
- Recommend, implement, and enforce department policies and procedures as appropriate.
- Establish and maintain cooperative work relationships with those contacted in the course of work.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer key board. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone services.

EXPERIENCE AND TRAINING GUIDELINES: A combination of experience and training that would provide the required knowledge is qualifying. The incumbent must have knowledge of system development using a variety of modern web and desktop development technologies (Visual Studio, C#, ASP.NET, Java, VBA, VBScript, JavaScript, AJAX, SOAP, XML, HTML); Microsoft Visio; source code version control; common server, networking, and data communication technologies, terminologies, and standards; workflow analysis and business process reengineering; project management; and principles and practices of supervision, training and personnel management **EXPERIENCE:** Five (5) years of progressively increasing responsibilities and success in the IT field, including experience in system design and development of applications. Must also have proven experience in the supervision and management of technical personnel. **EDUCATION:** A Bachelor's Degree, preferably with an emphasis in Computer Science, Information Systems, or Software Development is strongly preferred. Similar experience and demonstrated success and competence may be substituted for a degree. **LICENSES/CERTIFICATIONS:** Possession of, and continuously throughout employment, a valid California Class "C" Driver's License. **SUPPLEMENTAL INFORMATION:** Successful candidates will be required to pass a drug screening, fingerprint screening, physical examination and a background investigation.

APPLY: Applications available online at www.fontana.org/jobs or in person at the Human Resources office. Resumes will not be accepted in lieu of a City application packet. Facsimiles or postmarks not accepted. All applicants will be notified of the selection process via e-mail.

CLOSING DATE: Thursday, February 22, 2018 at 5:00PM