

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: MANAGER, SOFTWARE ENGINEERING-CCC TECHNOLOGY CENTER

L234.100

BASIC FUNCTION: Under the direction of an assigned administrator, the Manager for Software Engineering will direct the day-to-day design and software development activities for projects supporting the California Community College Technology Center (CCCTC) as part of its initiatives as defined by the California State Chancellor's Office. Collaborates with engineering teams, architects and product managers to define strategies and lead the software design efforts of development teams. Ensures appropriate product, technical specifications and resources are being met in order to empower the efforts of the development teams. Contributes code to development projects and ensures project deliverables.

REPRESENTATIVE DUTIES: *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *)*

- *1. Directs and assigns projects to software development teams; ensures teams have appropriate product and technical specifications, direction, well defined strategies and available resources in order to design, develop and maintain quality CCCTC software.
- *2. Collaborates with engineering teams, architects and product managers to develop roadmap estimations as well as realistic timelines to ensure projects remain on target for established deadlines, ensuring the delivery of project milestones and stakeholder expectations.
- *3. Works closely with architects and product managers in defining the product vision and to acquire and develop a thorough understanding of the system's functional and non-functional requirements.
- *4. Develops, recommends and administers policies, procedures and processes in support of development operations and associated projects; implements and monitors compliance with industry best practice.
- *5. Participates in the development process as both an architect and a contributor of code. May conduct peer reviews of internal and externally written software.
- *6. Designs and architects Service Oriented Architecture solutions (SOA), employing extensible and reusable APIs that leverage web services using Restful or SOAP methods.
- *7. Demonstrates leadership creativity and guidance to development teams to lead, coach and motivate team members to their optimum performance levels; assists with skill application to refine user requirements.
- *8. Designs a software development plan that meets future needs regarding the deployment of software upgrades, enhancements and fixes based on state-of-the-art technologies.
- *9. Designs, in collaboration with the CCCTC Chief Technology Officer and other stakeholders, the long-range architectural elements necessary to insure that CCCTC initiatives achieve proper scale in terms of uptime and performance. Works with the CCCTC Information Security Officer to design appropriate security measures.
- *10. Supervisory duties include: instructing, planning, assigning, scheduling, reviewing and evaluating work for effectiveness, accuracy and adherence to departmental policies, rules and procedures; maintaining standards; determining performance objectives; coordinating activities; responding to employee leave requests; processing monthly timesheets; acting on personnel issues; and recommending employee discipline and/or discharge as appropriate.
- *11. Collects, analyzes and maintains a variety of complex data and information; prepares monthly management and activity reports, databases, documents and analyses for all projects. Works collaboratively with third-party development partners to develop joint reports. Summarizes findings in applicable reports or other communication mediums which contain descriptive, analytical and evaluative content and review of software project progression.
- *12. Participates in the development, administration and maintenance of assigned budgets; implements and allocates resources following budget approval; prepares and maintains fiscal reports; approves expenditures. Develops RFP language and administers RFPs to acquire software services.

- *13. Monitors customer satisfaction from independent surveys and other feedback mechanisms to strive for continuous improvement. Responds to requests and modifies services in accordance with feedback received.
- *14. Engineers complete solutions including installers, administrative tools and management solutions.
- 15. Participates in strategic and tactical planning for the CCCTC.
- 16. Serves on a variety of District committees as requested.
- 17. Performs other related duties as assigned and within the scope of the position.

MINIMUM QUALIFICATIONS:

- **EDUCATION AND EXPERIENCE:**

- Bachelor's Degree or equivalent* from an accredited college or university in Computer Science, or related technical discipline; **AND**
- Seven (7) years of experience in enterprise class solutions where the deployment scale is millions of transactions, with at least three (3) of the seven years performing as a manager or supervisor.

* Bachelor's degree education equivalency equals two (2) years of increasingly responsible related work experience for each full year (24-30 units) of college.

- **CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:**

- Hold and maintain a valid driver's license throughout duration of employment with the District.
- Travel is required.

DESIRED QUALIFICATIONS:

- Experience managing or participating in SaaS projects for the educational technology market.
- Demonstrated experience in designing applications to scale via cloud (elastic) technologies.
- Demonstrated experience managing competing priorities with complex documentation in a fast-paced environment.
- Demonstrated proficiency in Java programming and with the Spring Framework and Spring Boot.

KNOWLEDGE SKILLS AND ABILITIES: (May be acquired through education, training and/or experience.)

Knowledge of: District policies and procedures and rules and regulations; laws and ordinances pertaining to the specific responsibilities of the position; California Education Code and Government Code related to California community colleges; California State Chancellor's Office regulations and guidelines; educational systems, especially the California Community College system; supervisor and managerial concepts and principles; modern office management methods, procedures, and technology; administrative services that support the delivery of higher education; and evaluation of services, projects, activities and the management of the day-to-day operational needs of a department; significant communication strategy skills, including but not limited to content reuse, information architecture, web technologies, and presentation; policy and procedure development and implementation; and budget preparation and maintenance.

Ability to: apply District and departmental policies, procedures, and regulations; ensure compliance with all laws, regulations and policies and procedures of the District and those related to the position through effective supervision and leadership; motivate and provide successful leadership where necessary; comprehend and stay current with evolving technologies within multiple areas; effectively implement project management methods to ensure increased productivity; effectively multi-task and coordinate multiple activities simultaneously; manage competing priorities and complex documentation in a fast-paced environment; exhibit the ability to analyze data and utilize strong problem solving skills; demonstrate excellent, strong and effective oral and written communication skills; accurately assess the technical content needs of a department or program; comprehend and stay current with laws, regulations, and guidelines from the California State Chancellor's Office; demonstrate skill in designing applications to scale via cloud (elastic) technologies; analyze correspondence; analyze administrative problems and prepare comprehensive, clear and concise reports and recommendations; make sound, educated decisions; utilize computers to perform advanced-level document production including the complex formatting of documents, creating charts and establishing and maintaining databases and spreadsheets; utilize keyboarding skills commensurate with the required functions for this position; work independently or within a team, with a strong emphasis on detail management; establish and maintain cooperative working relationships with those contacted in the course of work; demonstrate sensitivity to, respect for, and an understanding of the diverse staff and students within community colleges; work with diverse populations; make required mathematical calculations rapidly and accurately; maintain records accurately and with confidentiality as required; compile, organize, and use various financial information necessary in the preparation and monitoring of departmental budgets and expenditures.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Hires, trains and provides direct supervision to assigned departmental staff.

PHYSICAL EFFORT:

Home office environment. Travel is required.

CONTACTS:

Faculty, staff, administrators, students and the general public.

WORKING CONDITIONS:

Normal office environment. Subject to interruptions.

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.