



# Programming Team Supervisor

## Job Description

Department: Information Systems  
Position: Career Service  
Grade: 732  
Supervisory: Supervisor  
Reports to: Division Manager - Programming

### Summary

Under general guidance and direction of the Division Manager – Programming and department management, supervises an assigned team of Programmers and serves as the team’s lead programmer. Establishes and defines programming best practices and is responsible for the development, implementation, and maintenance of complex full-stack solutions.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, and coordinate the work and activities of assigned personnel; ensure day-to-day activities meet department goals, standards, and deadlines; ensure industry best practices related to privacy, security, and ethics; ensure assigned staff have the resources and tools.
2. Supervise activities related to software programming; oversee the product life cycle of all assigned software systems, enhancement road maps, development, and other resource assignments; oversee technology stack and manage changes to its direction; coordinate database design efforts with database management division; coordinate the exchange of data with external public and private agencies, as needed.
3. Perform high level and complex programming; demonstrate best practice coding; produce effective, elegant, and efficient code using a combination of programming languages, including Node.js, JavaScript, NPM, NPX, React, Bootstrap, HTML, CSS, Python, PowerBuilder, Visual Studio and Visual Studio Code, or similar tools.
4. Supervise programming teams; develop and present project development plans, including timelines, business rules, wireframes, punch lists, and reports.
5. Coordinate with department management, end users, stakeholders, and programming teams to deliver successful and timely product and feature launches.
6. Ensure the delivery of quality applications; take ownership of the technical design and implementation of new/legacy products and features as assigned by department management.
7. Provide recommendations on technical product strategy, including product architecture, security, and system or platform selection.

### For Office Use Only

Job Code: 2968  
Job Title: Programming Team Supervisor  
FLSA: Exempt  
Effective Date: 12/23/2025  
Public Safety: No

Worker’s Compensation: Clerical  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Supervisor

8. Analyze complex problems and recommend solutions in both development and production environments; ensure timely resolution of issues.
9. Consult with users and stakeholders to identify new processes or improvements to existing workflow processes to align with their operational needs and objectives.
10. Design and create database tables, functions, triggers and procedures using PL/SQL.
11. Participate in staffing decisions within the assigned function including hiring, recruiting, training, performance evaluation, disciplinary action, scheduling of workload, delegation of assignments, and retention of assigned personnel.
12. Review, maintain, and approve all reports, daily work records, timecards, payroll information, and other documentation for assigned personnel.
13. Correlate team involvement within the division and department and with other County departments, volunteer groups, and outside agencies.
14. Respond to questions and complaints from the public, assigned personnel, County departments, and other agencies.

**May be assigned to the Sheriff's Office, focusing on the following responsibilities:**

15. Manage the implementation of various Law Enforcement, Judicial and Security-related systems including Computer-assisted Dispatch (CAD), Records Management & Report Writing Systems (RMS), Jail booking, Medical, Dental, Inmate Movement, Pay-To-Stay, Work Release, Warrants, Animal Control, and other security systems.
16. Coordinate data exchange between various disparate systems including all Utah County local law enforcement systems, the State of Utah law-enforcement network, NCIC, NLETS, BCI and others.
17. Train officers, supervisors, and judicial and clerical personnel in all operational aspects of each system and serve as a resource for resolving systems errors and procedural problems.
18. Perform system administrator duties on assigned hardware and application systems and monitors assigned systems to diagnose problems.
19. Act as technical support for users including training, installation and troubleshooting for both hardware and software.
20. Document and track resolutions and work progress for all work activities.
21. Support a multi-agency 3<sup>rd</sup> party law enforcement system.

**Knowledge, Skills, and Abilities**

- Considerable knowledge of modern software design patterns and security practices
- Considerable knowledge of object-oriented programming
- Knowledge and demonstrated proficiency with relational database technology, including Oracle and SQL
- Knowledge of User Interface/User Experience (UI/UX) design principals and standards
- Knowledge of web design standards and graphic design fundamentals

**For Office Use Only**

Job Code: 2968  
 Job Title: Programming Team Supervisor  
 FLSA: Exempt  
 Effective Date: 12/23/2025  
 Public Safety: No

Worker's Compensation: Clerical  
 Background Level: I  
 Safety Sensitive: No  
 DOT: No  
 ML: Supervisor

- Knowledge of web development tools and environments, such as Javascript, CSS, Bootstrap, and html
- Knowledge of personal computer and server systems including Windows, Unix, Linux, Networks, Servers, Scripts, APIs, System Networking, and Server Technologies
- Knowledge and demonstrated proficiency with front- and back-end application development
- Knowledge of law enforcement, judicial and security procedures and practices
- Knowledge of data backup and recovery systems including Veem ,
- Highly skilled in designing, building, deploying, and maintaining applications using programming tools, such as Node.js, JavaScript, jQuery, NPM, NPX, React, Bootstrap, HTML, CSS, Python, PowerBuilder, Visual Studio and Visual Studio Code, or similar tools
- Skilled in developing MVC frameworks and Agile or Test-Driven methodologies
- Skilled in project management and team leadership
- Skilled in communicating technically complex information both verbally and in writing
- Skilled in providing consistently exemplary customer service and in meeting and dealing with the public effectively
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to effectively supervise assigned programming teams and ensure proper communication between team members, users, key stakeholders, and management
- Ability to foster and encourage a culture of innovation as a role model and mentor by personally seeking out innovative solutions and methods and sharing those with the team
- Ability to provide oversight and strategic direction of programming activities within the project team
- Ability to ensure commitment to quality standards and processes and efficient delivery
- Ability to apply system administrator principles to maintain and troubleshoot assigned systems

### **Supervisory Responsibility**

This position has direct supervisory responsibility and serves as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment, computer room, or other controlled environment. This role routinely uses standard office equipment such as laptops, desktops, smartphones, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

For Office Use Only

Job Code: 2968  
 Job Title: Programming Team Supervisor  
 FLSA: Exempt  
 Effective Date: 12/23/2025  
 Public Safety: No

Worker's Compensation: Clerical  
 Background Level: I  
 Safety Sensitive: No  
 DOT: No  
 ML: Supervisor

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and listen. The employee is regularly required to work for sustained periods of time maintaining concentrated attention to detail. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file, and lift or move supplies or equipment weighing up to forty (40) pounds. The employee occasionally drives a motor vehicle.

#### **Position Type/ Expected Hours of Work**

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

#### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

#### **Required Education and Experience**

1. Bachelor's degree or equivalent.
2. Five (5) years of computer programming or other related experience, including team or project management duties.
3. Demonstratable work competence in programming.
4. Equivalent combinations of education, experience, and demonstrated work competence may also be considered.

#### **Preferred Education and Experience**

1. Preference may be given to applicants with more demonstrated work competence.
2. Preference may be given to applicants with a bachelor's degree or higher in computer programming, graphic design, or a closely related field.
3. Preference may be given to applicants with lead or supervisory experience.

#### **Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check. Due to potential access to sensitive and protected data, this position is subject to additional criminal background checks as directed by the Information Systems Department and Sheriff's Office when applicable.

#### **For Office Use Only**

Job Code: 2968  
Job Title: Programming Team Supervisor  
FLSA: Exempt  
Effective Date: 12/23/2025  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Supervisor

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only**

Job Code: 2968  
Job Title: Programming Team Supervisor  
FLSA: Exempt  
Effective Date: 12/23/2025  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Supervisor