



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 the work of assigned Programmers. Functions as a lead Programmer over the assigned team. Incumbents serving in this classification set the standard for programming best practices and are 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 are followed related to privacy, security, and ethics; ensure assigned staff have necessary 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, such as 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. Work directly with department management, users, stake holders, and programming teams to ensure successful and timely product/feature launches.
6. Ensure teams produce quality applications; take ownership of the technical design and implementation of new/legacy products and features as assigned by department management.

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Job Code: 2968
Job Title: Programming Team Supervisor
FLSA: Exempt
Effective Date: 2/29/2024
Public Safety: No

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

7. Make recommendations for technical product strategy, including product architecture, security, and system/platform choices.
8. Analyze complex problems and recommend solutions in both development and production environments; ensure timely resolution of issues.
9. Consult with users and stake holders to identify new processes and/or changes to existing processes to meet their needs and objectives efficiently.
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.

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 UI/UX design principals and standards
- Knowledge of web design standards and graphic design fundamentals
- Knowledge of web development tools and environments, such as Javascript, CSS, Bootstrap, and html
- Knowledge and demonstrated proficiency with front- and back-end application development
- 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 with 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
- Skilled in supervisory techniques
- 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

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- 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

Supervisory Responsibility

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

Work Environment

This job operates in a professional office, computer room, or other controlled environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, 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.

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 hear. 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.

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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.

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 _____

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