STATE OF MONTANA
JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodation for otherwise qualified individuals with disabilities.

Job Title: Software Developer Supervisor   Position Number: 81015, 81024, 81102

Location: Helena   Department: Transportation

Division and Bureau: Information Services Division /Software & Data Systems Bureau

Section and Unit: Software Engineering Section, Web & Enterprise Solutions Section, Data & Analytics Section

Job Overview:

Directs and manages a team of software engineers, GIS professionals, web developers, database administrators, data architecture and data analytics staff. Responsible for the oversight and implementation of software and data systems. These positions report to the Software & Data Systems Bureau Chief, serves as an integral member of the ISD Management Team, and supervises between 7 – 12 employees.

Essential Functions (Major Duties or Responsibilities):

Strategy, Planning, and Implementation – 70%

- Ensure all systems follow state and federal requirements and laws. Establish and manage, in conjunction with the Software and Data Systems Bureau Chief, the team's vision, mission, goals, objectives, and priorities**.**
- Establish goals, priorities, and objectives for MDT computer and data systems as part of a comprehensive strategic plan for the section. Assess and apply new technologies for the department business plan; design and maintain systems to meet user requirements, maintain compatibility and integration, and forecast future system and data needs.
- Assist manager with developing MDT computer-oriented policies and procedures affecting software development and data architecture and analytics.
- Responsible for reviewing and providing guidance on all agency Information Technology Procurement Requests.
- Plan and direct staff responsible for managing, maintaining, and monitoring production environments. Balance work assignments among various staff to ensure adequate and effective use of agency resources. Coordinate major software and data systems support activities, which may include software and data architecture, and analytic efforts.

- Implement automated workflows, tools, and solutions where possible to gain efficiencies and meet customer expectations.
- Responsible for planning, procuring, and management of new software, software development tools, data system tools.
- Monitor customer satisfaction with services provided by the section. Maintain contact with customers to assess needs. Anticipate changes in customer's business processes and assist in assessing future service needs.
- Responsible for ensuring daily backups, disaster recovery processes and procedures, and all application and web solutions are efficient to meet business needs 24 hours a day, 7 days a week.
- Assist with planning and allocating the section budget by determining priorities, completing historical analysis, producing target spend items and estimating future growth.

Staff Supervision - 25%

- Supervises up to 5.0 FTE information technology individuals and supervises any contracted staff who perform work in this section.
- Asist staff with technical assistance and guidance, provide new ideas and direction, and institutionalize proactive section leadership.
- Establish and monitor office work plans, priorities, procedures, and progress through regularly scheduled meetings and consultations.
- Develop overall organizational responsibilities, structures, and staffing responsibilities.
- Identify staffing needs, assist with recruiting, and hiring employees. This involves ensuring compliance with state and federal employment and civil rights laws throughout the hiring process, assigning personnel screening and selection committees, reviewing results, and making final determinations for hiring, and ensuring proper training and orientation of new employees.
- Determines training needs of subordinate staff through analysis of program effectiveness; new standards, specifications, technologies, and policies; and staff performance. Prepares, presents, or coordinates training through personnel specialists, training offices, or outside consultants.
- Establishes objective, measurable performance standards for subordinate staff, evaluates the performance of positions directly supervised, and completes performance evaluations. Recommends, implements, and monitors corrective actions including discipline and termination. Enforces disciplinary policies to ensure consistency in the application of disciplinary actions.

Other Duties – 5%

Performs any additional duties identified by the Supervisor in support of the Department mission and objectives. Participates in on-going training and educational opportunities as applicable.

Supervision

The number of employees supervised is: varies

The position number for each supervised employee is: 20002, 20003, 20005, 20011, 20040, 22052, 23002, 23004, 23005, 25014, 25027, 81009, 81010, 81011, 81013, 81014, 81016, 81017, 81018,

81023, 81027, 81028, 81029, 81100, 81101, 81117, 81118, 81119, 81120.

Physical and Environmental Demands:

This position functions in a typical office environment.

Knowledge, Skills, and Abilities (Behaviors):

- Extensive knowledge of software development, data architecture and analytics; industry best practices and innovative technologies; and workforce management.
- Proven ability in program management and planning/organizing the work of other staff.
- Proficient in contract, vendor, and procurement management.
- Excellent communication and negotiation skills.
- Proven ability to manage complex Information Technology projects.
- Excellent leadership ability to lead and motivate staff within an industry of constant innovation and change.

Other Skills and Abilities

The required skills and abilities for this position include strong interpersonal and communication skills, leadership, ethics and integrity, active listening, analytical and problem-solving abilities, critical thinking, creativity, deductive and inductive reasoning, relationship building, accountability, reading comprehension, and time management.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to a bachelor's degree in information technology management, business management, computer science or information systems.

4 years of work experience in one or a combination of the following: software development, web development, GIS development, database administration or related field. Requires knowledge of a programming language such as Java, Agile Development; or Knowledge of the ServiceNow platform, or ESRI technology and GIS solutions; or database platforms such as Oracle or SQL Server database environments; or web development tools and solutions.

2 years of experience managing any combination of software and/or web developers, GIS professionals, database administrators, or data warehouse/data analytics staff.

Alternative combinations of related experience and education may be considered.

Special Requirements:

List any other special required information for this position

☒ Fingerprint check ☐ Valid driver's license

☐ Background check ☐ Other; Describe

none Union Code Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

_____

Immediate Supervisor **Title** **Date**

_____

Administrative Review **Title** **Date**

My signature below indicates that I have read this job description.

_____

Employee **Title** **Date**

Human Resources Review

Job Code Title: Software Developer Supervisor   Job Code Number: C1D02M

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

☐ FLSA Exempt   ☒ FLSA Non-Exempt

☒ Telework Available   ☐ Telework Not Available

☐ Classification Complete   ☐ Organizational Chart attached

Human Resources:

Signature   **Title**   **Date**