

## BUSINESS SYSTEMS AND DATA SERVICES SUPERVISOR

### **General Definition of Work:**

Performs difficult professional work managing application development team, developing, administering and supporting mission critical enterprise business systems and efficiently maintaining and scaling the database infrastructure. Work is performed under the general supervision of the ITS Manager. Supervision is exercised over subordinate staff.

### **Essential Functions/Typical Tasks:**

#### **Developing, administering and supporting mission-critical enterprise business systems; managing application development team and providing specific escalation support for team members; preparing and maintaining files and records; preparing reports.**

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

- Manages multiple highly visible and mission critical enterprise information technology projects.
- Maintains and scales the database infrastructure which supports County enterprise business systems.
- Responsible for hiring, directing, training, evaluating staff and has substantial influence in employment decisions.
- Develops and enforces policies and procedures related to the overall Cabarrus County ITS Strategic Plan.
- Supports the application developer group regarding best practices for T SQL development.
- Develops SQL server integration processes to support requirements related to current and future enterprise systems.
- Supplements application development team by developing business intelligence work products.
- Develops SQL server reports to support requirements related to current and future enterprise systems.
- Maintains and supports the County's GIS infrastructure.
- Develops, supports, and administers vendor, third party and in-house applications.
- Develops custom scripts to extend functionality of the Accela enterprise system.
- Performs related tasks as required.

### **Knowledge, Skills and Abilities:**

Comprehensive knowledge of Microsoft operating systems and applications, as well as hardware and software troubleshooting throughout the organization; of the operation, uses and capabilities of personal computers and peripheral equipment including the relationship and usage of various input and output components, business support software and terminology; of protocols and procedures for maintaining a server based system, troubleshooting and performing routine maintenance; and of structured query language. Ability to prepare written and oral presentations; to establish and maintain effective working relationships with associates, subordinates, and the general public.

### **Education and Experience:**

Requires graduation from an accredited college or university, with major coursework in information systems, engineering, mathematics or related field and extensive experience in information technology management. An equivalent combination of education and experience may be considered.

### **Physical Requirements:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions, hazards, and atmospheric conditions.

### **Special Requirements:**

Possession of or ability to obtain Microsoft Certified Information Technology Professional DBA certifications within one year of employment. Possession of an appropriate driver's license valid in the state of North Carolina.

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