NON-SWORN MEMBER VACANCY

DATE: January 6, 2025

JOB VACANCY MEMORANDUM NO. 25-01

TITLE: Computer Services Supervisor, Application Development Section

ELEMENT OF ASSIGNMENT: Information Services Division/IT Systems Unit

PAY RANGE: 22

STARTING MONTHLY SALARY: $6,661

VACANCY STATUS: Vacant

EXPIRATION DATE: January 21, 2025

REQUIREMENTS:

Oversee the personnel assigned to the Application Development Section with a focus on enhancing efficiencies, applications and customer-centric support. Provide technical and administrative expertise related to the supervision and leadership of the Application Development Section. Assure a high level of planning, implementation and coordination on all applications developed and supported. Coordinate with other supervisors, and department elements, to align support efforts with our organizational goals, emphasizing continual service improvements.

Essential Job Functions: (Functions essential to attaining job objectives.)

1. Possess extensive level of knowledge and expertise related to the administrative planning, direction and development of software applications. Capable of developing long range duty and operational plan for the Application Development Section.

2. Demonstrate a thorough understanding of department protocol, methods and security, related to the development, maintenance, and management of application software.

3. Coordinate and direct activity of the professional staff members of the section, ensuring efficient functionality through the designation and assignment of duties. Adapt duties and activities efficiently based on project needs, emphasizing continuous improvement principles.

4. Acquire requests for systems development, and set delivery schedules. Allocate programming resources according to project needs.

5.   Assure that internal information requests, and those from outside agencies, community groups, law offices and others, are handled in a secure, comprehensive, and efficient manner.

6.   Oversee the Business Objects Program from which all of the Crystal Reports are utilized throughout the department.

7.   Communicate and interact effectively with department elements and outside entities to assure good customer service.

8.   Initiate supporting informational forms and memorandums related to the development of applications. Ability to document work processes and provide analysis for overall quality control and functionality.

9.   Assure successful implementation of newly developed and/or modified applications on the KCPD network. Work in conjunction with the Application Support Section to provide analysis of implementation, end user satisfaction, and application performance.

10.   Conduct audits and analysis to monitor the overall quality and functionality of applications developed by the Applications Development Section, collecting feedback to evaluate accessibility, performance and reliability in alignment with Unit, Division, and Department goals.

11.   Demonstrate proficiency in communication, both verbal and written, to effectively collaborate with team members, stakeholders, and users ensuring seamless coordination and resolution of application development issues.

12.   Assure efficient and timely handling of application problems. Oversee proper diagnostic testing and troubleshooting of issues.

13.   Evaluate members of the section in accordance to department protocol. Conduct and document personnel actions when necessary. Demonstrate the ability to communicate verbally and in written documentation.

14.   Assure compliance, and coordinate participation of staff for all required department training. Oversee staff development through available training resources and options.

15.   Conduct selection and interview process for new section members per regulations set forth by the department. Interview and select applicants. Provide Human Resources with required documents for the employment process.

16.   Maintain reliable and predictable attendance. May be required to work a flexible   work schedule, overtime, and/or weekends when necessary. Be accessible   24/7 for contact by phone by commanders and team members.

17.   Continue advancing relevant skills and knowledge through research and attending educational conferences and relevant courses or workshops.

18.   Perform related duties as required.

19.   This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

Job Standards: (Minimum qualifications needed to perform essential functions.)

- To excel in this role, the ideal candidate must demonstrate a strong commitment to customer service and continuous improvement through IT Service Management methodologies and frameworks.
- The candidate must possess a four-year degree from an accredited college or university in Information Technology or a related field, or have five years of progressively responsible experience in project management, computer programming, systems analysis, data reporting, end-user training and support, and new product evaluation and implementation in the Information Technology sector.
- Preferably, candidates should have a minimum of five years of experience in application development, a related field, or a combination of both.
- Additionally, three years of supervisory experience is highly desired. The position demands extensive knowledge of advanced-level application development services and support, along with a proactive approach to enhancing efficiencies and driving continuous improvement initiatives.
- Extensive knowledge of Visual Studio, Visual Cobol, and .Net Programming.
- Knowledge of other programming languages, such as C# and Python, are a plus.
- Proficiency in utilization of Bat Files Scripting, SQL, and Crystal Reports.

Must possess a valid Missouri driver's license.

Physical Requirements: This position is sedentary and will require the incumbent to sit for long periods of time. The incumbent must be able to lift up to 50 pounds periodically, bend, crawl, carry equipment, kneel, climb, and work on the floor under counters and desks.

Job Location: (Place where work is performed.)

Position operates in a standard office environment 100% of the time.

Equipment: (Machines, devices, tools, etc., used in job performance.)

- Personal computer
- Tablet/Laptop
- Copier/Scanner/Fax

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume and completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Captain Garrik Haynes, Information Technology Systems Unit by no later than *JANUARY 21, 2025.***

Outside applicants interested in being considered for the position must submit a cover letter and resume outlining how they are qualified for this position and a resume to the Mindy.Davis@kcpd.org, to be received no later than ***JANUARY 21, 2025.***

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit within the state of Missouri during the full term of their employment with the Department.

https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761

Members who meet all of the qualifications will be contacted individually to schedule an interview. Selected applicants must submit to a TABE test, CVSA, MMPI, post-offer physical examination and drug screen.

Captain Justin Pinkerton
Captain Justin Pinkerton
Commander, Employment Unit