



IT APPLICATIONS MANAGER

Candidate will have a history working in software development/support and is experienced in the following: gathering requirements and developing technical specifications, researching system needs and providing recommendations to project team, developing test scripts and administering the software development testing process, writing technical documentation for custom solutions, writing SQL scripts to retrieve data and create reports, and providing end-user support and system troubleshooting.

Essential Job Functions:

- Plans, directs, and manages the activities and operations for new project development and system changes; works with County management in a collaborative manner to determine effective solutions in support of business requirements and strategic directions; gathers requirements for new systems using interviews, document analysis, requirement workshops, surveys, site visits, etc.
- Performs critical analysis and information gathering from a variety of sources; reconciles conflicts; transforms high-level information into detailed specifications; performs accurate needs assessments; distinguishes user requests from actual system needs.
- Proactively communicates and collaborates with external and internal customers to analyze information needs and functional requirements; works independently with users to define data define definitions, concepts and processes.
- Provides application support, SQL queries, and reporting as needed
- Leads testing efforts and ensures issues are identified, tracked, reported on and resolved in a timely manner; works with client personnel to identify required changes and communicates needed changes to development team.
- Manages the enforcement of project deadlines and schedules; communicates and applies project standards; manages resources in accordance with project schedule.
- Creates, updates, maintains, and executes a variety of project related plans and procedures such as Issue Resolution/Escalation Plan, Communication Management Plan, Document Management Procedures, and Quality Management Plan
- Performs miscellaneous administrative duties; directs configuration and security requirements; performs feasibility studies; acquires new tools and applications; responds to questions, complaints and requests for information; reads and reviews various trade publications; composes and prepares routine correspondence.

- Act as IT relationship manager with Clerk of Courts office and 911 Center.
- Evaluate existing application environments/architecture and define roadmaps working appropriate management.
- Other duties as assigned in order to ensure the effective, efficient operation of Lorain County

Minimum Requirements/Proficiencies

- Preferred Bachelor's degree in computer science or a related field
- Minimum 5 years of experience in information technology project and application management
- Project management certification or equivalent experience
- Proficient with database management, SQL queries & reporting
- Preferred experience with Case Management Systems in a criminal justice setting (ex. Clerk of Courts)
- Preferred experience with Emergency Response/First Responder environments highly desired
- Strong communication skills with the ability to develop and maintain effective working relationships

How to Apply:

Submission of the County Employment Application is required. Applications will be accepted electronically by submission to Human Resources, hr@loraincounty.us or by mail or hand delivery to Lorain County Administration Building, 226 Middle Avenue, Elyria, Ohio 44035.

Lorain County is an equal opportunity employer and will make reasonable accommodations for qualified applicants with disabilities.