MAINE TURNPIKE AUTHORITY
Job Description

**Job Title:** Manager of Application Development  
**Department:** Information Services  
**Reports To:** Director of Information Services  
**FLSA Status:** Exempt

**Summary**
Manages all computer application development activities. Reviews all application designs, documentation, and implementation plans for computer software applications. Assists the Director of Information Services in strategic planning for the IS Department.

**Essential Duties and Responsibilities**
*This job description reflects management’s assignment of essential functions; it does not prescribe or restrict tasks that may be assigned.*

- Manages all development staff assigned to the MTA Development Team (Permanent, Temporary, and Contract). This includes performance evaluations, employee goal development, scheduling, discipline, job instruction, and contractor negotiation.
- Works closely with The Director of Information Services, and Network Manager/Network Engineer to establish strategic and tactical goals for the Information Services Department.
- Reviews MTA departmental needs and makes recommendations for necessary software applications to ensure efficiency.
- Performs continuous analysis of MTA computing platforms to ensure adequate technology, staffing and resources for the future. Makes recommendations to Director of Information Services if changes are necessary.
- Leads and facilitates the applications development team to develop, test and implement application solutions. Some amount of design may be required.
- Manages the development staff in translating user needs into meaningful applications.
- Completes analysis and definition of system and software requirements working directly with department managers. Reviews project needs and assigns duties to development staff as needed.
- Reviews and completes detailed design of required application software, providing programming specifications to development team members.
- In collaboration with development team members, reviews detail implementation plans and creates application documentation standards including but not limited to data flow diagrams, database manuals, flowcharts, and user manuals.
- Develops policies that insure that system documentation is maintained.
- Makes recommendations to the Director of Information Services regarding the operating and capital budgeting process.
- Reviews all toll system software and acts as point person with contractors and vendors. Communicates needs to ITS Manager, Fare Collection and Customer Service.

**Supervisory Responsibilities**
Manages all Development Staff.

**Required Knowledge, Skills and Abilities**
Strong programming and software design skills, proven project management experience, knowledge of various programming languages on multiple platforms. Strong organizational and documentation skills.

On-going training in software program and system developments is considered essential.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Must be a very competent writer of reports and other business correspondence. Ability to effectively present information and respond to questions from groups of managers, patrons, and the general public.
Ability to apply advanced mathematical modeling techniques for purposes of forecasting potential organizational and financial performance.

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagrammatic form and deal with several abstract and concrete variables. Considerable ability to exercise judgment and discretion in the application of policies and procedures.

**Education and/or Experience**
- Bachelor’s degree from an accredited four-year college in computer science, accounting, mathematics or business required.
- Five to ten years recent relevant experience and/or training, or equivalent combination of education and experience.
- Proven staff development, project management, communication, analytical, and strong interpersonal skills required.
- Demonstrated hands-on experience in the implementation of Microsoft computer software systems; and, a minimum of three to four years applied programming experience in a highly complex business environment preferred.
- Previous experience migrating enterprise-level hardware and software platforms would be beneficial.

**Physical Demands**
Regularly required to sit for prolonged periods of time. Occasionally required to stand, walk, and frequently use hands to operate the keyboard of a personal computer and other office equipment. Occasionally lifts and/or moves up to 25 pounds. Specific vision abilities include close vision and the ability to adjust focus quickly.

**Pay Range**
Non-Confidential/Professional & Technical Group Pay Range 21.

**Working Hours**
Typical hours are Monday through Friday, 7:30 a.m. to 4:00 p.m. This position may be subject to some non-routine hours. Employee must be available to come in early or work late on occasion.

**Work Environment**
The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working conditions are primarily those of a professional office environment. However, while performing the duties of this job, the employee is occasionally asked to travel and may be then exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, and outside weather conditions. The noise level in the office work environment is usually very quiet with greater exposure to noise when occasionally traveling and meeting at turnpike sites.