

IT Programming Manager Job Description

Let's Sum it Up!

As a Programming Manager you will manage the planning and development of new and existing business applications/systems including, coding, testing, debugging, documenting, maintenance and installation to support the business needs of internal customers.

What You Will Do (I'm sure we will find more things along the way though!)

- Manages the planning and development of new and existing business applications/systems including, coding, testing, debugging, documenting, maintenance and installation.
- Manages the analysis of detailed specifications and business requirements.
- Consults and interfaces with information systems personnel, vendors, customers, and management in coordinating hardware, software and system capabilities.
- Evaluates systems/technology of internal customers and recommends changes to better support business needs.
- Coordinates with appropriate technical, professional or service personnel to resolve continuing problems using current technology.
- Assigns, monitors and reviews the progress and accuracy of assigned work.
- Prepares Project Request and Purchase Requisition documents.
- Develops staffing plans and equipment schedules, ensuring efficient utilization of system resources
- Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget.
- Sets and manages performance expectations for direct reports.
- Develops, coaches and mentor's peers and direct reports
- Conducts performance evaluations; reviews and communicates salary adjustments; rewards employees or takes disciplinary action, as necessary; addresses complaints and resolves issues.
- Supports the evaluation, growth and development of new products and/or services by conducting traffic analysis, performance modeling and forecasting.
- Implements a successful vision/strategy, through strong leadership skills and business case development.
- Participates in department and interdepartmental planning and management teams and works cross-functionally to improve processes within the organization.
- Monitors and ensures achievement of performance goals and objectives either directly or with direct reports
- Ensures employee conformance to established best practices and proper training of staff.
- Drives discipline and service delivery as planned. Knowledge of network management, service management, ITIL, SLA's and outsourcing.
- Mitigates risk in areas such as data, disaster recover, separation of duties, single point of failure, SOX, and IP issues.

Who You Are (We want to help you grow and learn more too!)

- High School diploma or GED.
- Bachelor's degree plus 5 years of information systems experience reflecting increasing levels of responsibility; or 9 years of information systems experience reflecting increasing levels of responsibility.
- Bachelor's degree in computer science, business administration, MIS, mathematics or engineering, plus 7 years of information systems experience reflecting increasing levels of responsibility is preferred.
- Skilled in reading, analyzing and interpreting common scientific and technical journals, financial reports and legal documents.
- Computer skill requirements include: basic MS Access, intermediate MS Word, Excel and PowerPoint.
- Skilled in applying advanced mathematical concepts such as exponents, logarithms, quadratic equations and permutations.
- Skilled in applying mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory and factor analysis.
- Skilled in applying principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Skilled in dealing with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases.
- Skilled in dealing with a variety of abstract and concrete variables.
- Experience working with all levels and functions within the Company.
- Skilled in effectively presenting ideas to Senior Management via discussions and presentations.
- Skilled in resolving conflict as well as managing customer expectations.

Physical Demands & Environment

Work is performed in an office environment and involves typing, talking, sitting, standing, walking, bending, reaching, and lifting of objects up to 20 pounds.

ClearPath Mutual is an Equal Opportunity Employer. ClearPath Mutual does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.