Job Title: **SR. MANAGER-APPLICATIONS PROGRAMMING**

SUMMARY

Manages planning and development of new and existing business applications/systems to support the business needs of internal customers. Participates in providing strategic and operational direction for planning, designing, implementing and maintaining the information services infrastructure.

ESSENTIAL FUNCTIONS

- Manages planning and development of new and existing business applications/systems including, coding, testing, debugging, documenting, maintenance, and installation.
- Participates in the creation of a 5 year application roadmap.
- Sets and manages performance expectations for direct reports.
- Clear understanding of the need for QA testing and the need for quality assurance practices.
- Accountable for adherence to budgets, managing T&E, and may develop the operating budget and capital spending plan.
- Ensures relevant considerations are included in the design and operation.
- Manages analysis of detailed specifications and business requirements.
- Assists Sr. Management in providing, strategic and operational direction for planning, designing, implementing, and maintaining the organization's information technology infrastructure.
- 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.
- Drives processes and technology changes throughout the organization.
- Ensures that IS support activities are monitored, logged, tracked, and resolved appropriately and in a timely manner.
- 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.
- Presents progress reports regarding the department's projects and ongoing operations.
- Develops short and long term staffing plans and equipment schedules, ensuring efficient utilization of system resources and the requirement for 24-hour on-call service.
- Maintains skill in managing projects including methodologies, tasks, people, stakeholder analysis, and issue management.
- Acts as a liaison with information systems staff and other departments to identify opportunities, and improve and refine services to meet business needs.
- Directs the activities of project personnel to ensure project progresses on schedule and within prescribed budget.
- Provides technical direction for the development, design, and systems integration across multiple client engagements from conception phase through implementation.

- Applies significant knowledge of industry trends and developments to improve service to our clients
- Suggests alternate technical solutions to meet client requirements that are scalable and supportable longer term.
- Defines, communicates, and enforces software application development life cycle and coding standards.
- Supports the evaluation, growth and development of new products and/or services by conducting traffic analysis, performance modeling and forecasting.
- Oversees the evaluation and selection of vendors as well as the negotiation of purchase contracts or service level agreements.
- Keeps abreast of technological changes and innovations in the information business applications/systems field and provides technical support and direction.
- Implements a successful vision/strategy, through strong leadership skills.
- Develops and recommends changes to systems, policies and procedures; ensures timely and accurate implementation.
- Participates in department and interdepartmental planning and management teams and works cross-functionally to improve processes within the organization.
- Develops budget and ensures compliance including long-range planning of systems and projects.
- Participates in formulating organizational directives and staff capabilities.
- Monitors and ensures achievement of performance goals and objectives either directly or through subordinate staff.
- Oversees and handles multiple projects that have short to long term focus.
- Balances planning efforts with day to day demands.
- Develops and 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.
- Manages on and off-shore development
- Mitigates risk in areas such as data, disaster recover, separation of duties, single point of failure, SOX, and IP issues.
- Maintains understanding of business strategy, direction, differentiation, trends, and competitive landscape of growing, harvesting, cellaring, and fermentation of wine and spirits.
- Maintains understanding and can define the relationship and organizing principles of the application portfolio
- Drives the definition, participation, and management of the decision process around IT activities.
- Provide expert council and guidance to sr. management on information technology and impact across the organizations strategy, programs, products, services, and operations issues.
- Responsible for understanding and complying with applicable quality, environmental and safety regulatory considerations. If accountable for the work of others, responsible for ensuring their understanding and compliance.

- This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

SUPERVISORY RESPONSIBILITIES

Develops, coaches and mentors subordinate staff. Conducts performance evaluations; recommends salary adjustments; rewards employees or takes disciplinary action, as necessary; addresses complaints and resolves issues.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS

- High School Diploma or State-issued equivalency certificate.
- Bachelor's degree plus 8 years of experience in research or analytics, planning and development of new and existing business applications/systems including, coding, testing, debugging, documenting, maintenance, and installation reflecting increasing levels of responsibility; or 12 years of experience in research or analytics, planning and development of new and existing business applications/systems including, coding, testing, debugging, documenting, maintenance, and installation reflecting increasing levels of responsibility.
- Supervisory experience to include managing technical teams.
- Experience defining, communicating and enforcing software application development life cycle and coding standards.

PREFERRED QUALIFICATIONS

- Master's degree plus 10 years of experience managing technical teams involved in planning and development of new and existing business applications/systems including, coding, testing, debugging, documenting, maintenance, and installation reflecting increasing levels of responsibility.
- Skilled in reading, analyzing and interpreting the most complex documents. Skilled in responding effectively to the most sensitive inquiries or complaints. Skilled in writing speeches and articles using original or innovative techniques or style. Skilled in making effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, or boards of directors.
- Computer skill requirements include: basic MS Access; intermediate MS Word, Excel and PowerPoint.
- Understands the benefits of various programming languages and accurately suggests the use of the appropriate technology for the application.
- Possesses knowledge of OO concepts and ensures they are consistently and appropriately applied in client engagements.
- 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.
- Skilled in working with all levels and functions within the Company.
- Skilled in effectively presenting ideas to Sr. Management via discussions or presentations.
- Skilled in resolving conflict as well as managing customer expectations.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand and walk.

WORK ENVIRONMENT
The work environment characteristics described 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 noise level in the work environment is usually moderate.