



## Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

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www.hcps.org

### VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

March 3, 2025

REVISED
















HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

### **APPLICATION DEVELOPMENT AND SUPPORT TEAM LEADER** **Central Office – Office of Technology and Information Services** **Effective July 1, 2025**

The Application Development and Support Team Leader defines computer systems requirements to solve business problems; formulates procedures for the resolution; creates, manages and coordinates integrated project plans; supervises application development and support staff and guides the development, implementation and maintenance of software systems to specifications. Acts as a project manager leading systems development/deployment of projects, manages ongoing maintenance of a group of related systems, and other technology related projects as determined by the Director of Technology. Supervises assigned project staff, conducts employee performance evaluations and leads the Application Development and Support Team.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE**

*These items are intended only as examples of the various types of job duties to be performed; specific position assignments will vary depending on the needs of the department. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.*

-  Develops and maintains a productive working relationship with project sponsors and key systems users.
-  Manages users in prioritizing new development projects, enhancement projects for existing systems, and system maintenance requests.
-  Acts as a liaison and project manager between departments for product enhancement to key integrated business systems.
-  Recommends projects to the Director of Technology for approval.
-  Assesses alternative system approaches for workability and economic feasibility.
-  Supervises the software development lifecycle utilizing common methodologies and frameworks. AGILE is preferred
-  Estimates staff resource needs for analysts, software developers, user personnel, consultants, and equipment.
-  Supervises the Application Development and Support Team consisting of Software Developers, Database Administrator, and Application Support Analysts.
-  Plans team member work assignments and schedules and guides and monitors work performance.
-  Reviews documentation and assures it is complete, acceptable and in accordance with standards.
-  Prepares project status reports as directed by the Director of Technology.
-  Formalizes project activities and guides a project to acceptance as a production system.
-  Conducts employee performance evaluations per HCPS' standards.
-  Makes recommendations regarding staffing requirements and employee discipline.
-  Fulfills departmental requirements by providing work coverage and administrative notification during periods of personal illness, vacation or education.

## SALARY

- Performs other work-related duties as assigned.
- This is a full-time twelve-month position. Salary range based on the FY 2024-2025 AHCATSP (Grade H) Salary Schedule for Non-Certificated, Technical and Supervisory Personnel. Starting Salary: \$117,315– Maximum Earnings Potential \$154,794.
- Full salary schedules can be found at the bottom of the Current Vacancies webpage <https://www.hcps.org/departments/humanresources/vacancies.aspx>
- HCPS offers an expansive benefits package including individual and family medical, vision, dental, life insurance, retirement savings, pension, paid time off, and more.
- For a complete list of benefits, please visit the Employment Benefits section of the Human Resources webpage: <https://www.hcps.org/departments/HumanResources/Default.aspx>
- For more information on holidays and paid time off, please refer to the Holidays and Leave Provisions sections of the AHCATSP Negotiated Agreement: <https://www.hcps.org/boe/collectivebargaining.aspx>
- FLSA: Exempt

## TRAINING AND EXPERIENCE REQUIRED

- Bachelor's degree from an accredited college or university in Information Science, Computer Science or related field.
- Five years of project management experience. Supervisory experience is preferred.
- Able to work well with people of varying technical abilities.
- Must be well organized with excellent verbal, written, and presentation communication skills.
- Proactive self-starter, able to work independently as well as within a team.
- Group facilitation, mediation, and conflict resolution skills.
- Demonstrated skill in organizing resources and establishing priorities.
- Able to analyze complex problems, interpret operational needs, and develop integrated, creative solutions.
- Extensive knowledge of information technology management, software development methodologies, and enterprise applications.
- Experience with commercial off the shelf /cloud hosted enterprise scale implementations, cyber security, and data analytics is preferred.

## HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Employment Opportunities section of the HCPS website at [www.hcps.org](http://www.hcps.org). If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

## DEADLINE

Online employment applications will be accepted for this vacancy until the position is successfully filled.

*The Board of Education of Harford County is committed to providing an inclusive and welcoming environment for all employees and applicants. We adhere to the principles of equal opportunity in all aspects of employment and do not discriminate on the basis of race, color, national origin, sex (including pregnancy and related conditions, sexual orientation, and gender identity), religion, disability, age, genetic information, or any other characteristic protected by applicable federal, state, or local laws.*

*In accordance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Title VII of the Civil Rights Act of 1964, the Board of Education of Harford County prohibits discrimination based on sex, race, color, national origin, religion, or any other protected characteristic in any program or activity it operates. The Board of Education of Harford County encourages applications from all qualified individuals.*

*Inquiries or concerns about your rights related to Title IX can be directed to our Title IX Coordinator, Dr. Eric Davis, at 102 South Hickory Ave, Bel Air, MD 21014, 410-588-5202, or [TitleIX@hcps.org](mailto:TitleIX@hcps.org). Inquiries related to your rights under Title VI or Title VII can be directed to our Coordinator of Investigations, Ms. Renee McGlothlin, at 410-809-6087 or [Renee.McGlothlin@hcps.org](mailto:Renee.McGlothlin@hcps.org). Harford County Public Schools' non-discrimination policy can be accessed here: [NON-DISCRIMINATION POLICY: \(hcps.org\)](#) and found on the HCPS website under Board of Education Policies and Procedures. Harford County Public Schools' non-discrimination statement can be accessed here: [NON-DISCRIMINATION STATEMENT: \(hcps.org\)](#) and found on HCPS' homepage.*

**AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE**