Job Description

POSITION TITLE:	**Coordinator I, Mobile Architect** **CodeStack** **Office of the Superintendent**	**#6199**
SALARY PLACEMENT:	**Management Salary Schedule** **Range 11**	

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND/OR EXPERIENCE:

Possess an Associate of Arts Degree with a concentration in computer-related technology. Experience in SWIFT, Objective C, Java (Android SDK) and Kotlin. Knowledge of object-oriented programming. Experience in WebAPI, C#, Model View Controller (MVC) architecture, Dependency Injection, Visual Studio, Android Studio and Xcode for iOS. Experience working with both the Microsoft Azure SDK and the Microsoft Azure Ecosystem. Understanding of Agile/SCRUM SDLC.

DESIRABLE QUALIFICATIONS-EDUCATION, TRAINING, AND/OR EXPERIENCE:

Four years of experience in mobile development. Possess a Bachelor's Degree with a concentration in computer related technology. Proficiency in designing, developing and deploying mobile applications for both the Android and iOS ecosystems using iTunes Connect & Google Play respectively. Experience managing multiple device compatibility profiles for mobile applications.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to work well independently, and as a team member. Possess a strong commitment to customer satisfaction. Ability to work well others. Provide guidance to a team of programmers and perform code reviews of their work. Ability to communicate verbally and in writing. Ability to develop and implement solutions to complex technical issues. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

SUMMARY OF POSITION:

Under the direction of the CodeStack Director II, the Coordinator I independently performs mobile-based systems analysis, design, programming, documentation, task implementation and program maintenance of considerable difficulty in a large and diverse user environment within a broad framework of standards, policies and procedures, utilizing current techniques and methodologies. Does related work as required.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and time lines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Develop mobile applications utilizing current departmental programming techniques and standards.
14. Ability to work at a senior level in a team and provide guidance to a team of developers.
15. Test, debug, demonstrate, and train staff and/or customers on mobile applications.
16. Resolve technical issues arising during the standard Software Development Life Cycle. Document and comment in application code and in database stored procedures and functions.
19. Communicate daily with the development team and Project Lead regarding status and timeline of assigned mobile development workload.
20. Ability to work outside of normal workdays and office hours to meet programming deadlines.
21. Schedule, coordinate and review work with development team and Project Lead.
22. Perform code reviews for assigned programmers.
23. Meet with customers, Project Lead, and/or development team to gather requirements and provide input/suggestions for new project functionality.
24. Does related work as required.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment. Employees may come in direct contact with students, parents**,** SJCOE and school district staff, outside agency staff, and the public.

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