IT ENTERPRISE RELEASE MANAGER

DEFINITION

Plans, architects, directs, and oversees the software release activities by managing application lifecycles which includes continuously building, scheduling, deploying, and updating of the District's portfolio of software applications and their environments.

TYPICAL DUTIES

Plans, directs, and oversees the implementation of the software engineering processes and practices for application releases between environments.

Plans, establishes, and oversees release schedules, windows, and cycles across the District's portfolio of applications to ensure alignment across applications.

Researches new software development and configuration management methodologies and technologies and analyzes their application to meet current configuration management needs.

Provides technical expertise on release management matters and makes recommendations on solutions and direction for the advancement of the District's built environments to IT administrators.

Develops and implements enterprise release management technical strategy and vision.

Plans, manages, and maintains the District's portfolio to increase the effectiveness and efficiency of the release and deployment process.

Oversees and supervises the work of staff tasked with coordinating, scheduling, troubleshooting, and configuring release activities.

Meets with application owners to identify opportunities for enterprise release.

Coordinates with technical staff to define appropriate release and testing platforms.

Oversees and plans post-release/implementation reviews to improve and adjust the release management process.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The IT Enterprise Release Manager is responsible for overseeing the release management activities for all District-wide applications.

The IT Administrator, Shared Technical Services plans, organizes, and directs the activities of a branch that is responsible for the planning, administration, and maintenance of enterprise-wide servers, databases, operating systems and related software and multiple data center operational functions.

An IT Release Manager II performs professional–level software release management of complex, cross-functional applications involving various programming languages and is responsible for administering the application lifecycle management tool. May assist higher-level personnel in performing more complex assignments.

SUPERVISION

General direction and technical supervision is received from the IT Administrator, Shared Technical Services, or other higher level administrator. General supervision is exercised over lower level personnel.

CLASS QUALIFICATIONS

Knowledge of:

Software development methodologies, design, and implementation
Software Development Life Cycle (SDLC)
Source code management (SCM)
Software Engineering methodologies
Application Lifecycle Management (ALM) Theory and process including specification,
    documentation, and quality assurance
Agile development processes and theories
ALM tools, architecture, and components such as Microsoft Visual Studio Team Foundation
    Server (TFS) and Release Management (RM)
SQL Server administration
Automation tools and scripting languages such as SQL, TFS Command Line, and PowerShell
Information Technology Infrastructure Library (ITIL) Release Management best practices
Principles of program documentation and methodology
Project management methodologies
Principles and organization, personnel management, and progressive disciplinary procedures

Ability to:

Implement software solutions that meet District needs
Evaluate technological developments in relation to current and future operational needs
Conduct and participate in meetings with branch directors, division heads, and other executive
    staff
Make, support, and explain recommendations and decisions
Foster a cooperative work environment
Effectively manage and train a staff
Provide leadership and prioritize projects
Develop, analyze, and maintain tools that support and automate processes for software product
    release
Facilitate code compilation, build, test, and release
Write clear complete comprehensive reports, documentation, instructions, and training materials
Establish effective working relationships with functional and technical teams

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in Computer
Science, Information Systems, Engineering or a related field.

Experience:

Five years of management experience in IT Release Management of cross-functional
applications, including source code management, environment migration and planning,
automation, and configuration framework for a large scale enterprise environment. Of the
aforementioned experience, two years of supervisory experience is preferable. Experience with
MS Visual Studio/Team Foundation Server or PowerShell is preferable.

A valid California Driver License
Use of an automobile

SPECIAL NOTES

1. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.
2. Employees in this job class are subject to call at any hour.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class
05-23-16
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