IT RELEASE MANAGER I	4858
IT RELEASE MANAGER II	4855

DEFINITION

Manages, coordinates, schedules, troubleshoots, and configures release management activities and overall quality assurance between environments for deployment of various District-wide software applications.

TYPICAL DUTIES

Manages, plans, coordinates, schedules, organizes, troubleshoots, and directs deployment activities and the release of content to meet release milestones.

Develops and implements technical processes, standards, and solutions to be deployed from various environments leading up to implementation/release.

Reviews, reports, and makes recommendations on the quality of the development and maintenance of programs and systems.

Coordinates, configures, and monitors release components including upgrades and changes to maintain the quality of releases and to meet deployment timeline as scheduled.

Develops and implements scripts and automation tools used to build, integrate, and deploy software releases to various platforms.

Consults and works with various technical leads such as developers, project, or operations leads to ensure that issues are assessed and solution deployments are met on an ongoing basis.

Identifies and recommends automating deployment processes throughout each environment.

Coordinates, configures, and monitors the release activities to insure that the requirements are met and can be successfully deployed between environments.

Identifies, configures, and troubleshoots issues and errors during failovers.

Develops documentation, tracks, and logs all processes of activities.

Develops, modifies, documents, and communicates a release checklist for each phase of deployment for each environment.

Reviews the schedule, progress, and status of deployment and recommends appropriate change and corrective actions to technical leads.

Develops deployment activity documentation, guides, and plans.

Identifies and coordinates security related approvals within the application team.

Administers, configures, and maintains the release management and application lifecycle management tool and its components.

Designs and develops test scripts for all new, upgrades, or enhancement release cycle testing.

Coordinates, plans, organizes, and directs testing deliverables including testing plans, stress test plans, integration testing plans, and regression testing plans.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An IT Release Manager I performs technical–level software release management on less complex applications with progression of knowledge and responsibilities leading up to qualification as a IT Release Manager II or higher. May assist higher-level personnel in administering the application lifecycle management tool.

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.

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

SUPERVISION

General supervision is received from the IT Enterprise Release Manager or other higher level administrator. An IT Release Manager II may supervise and provide technical work direction to an IT Release Manager I and other technical personnel. An IT Release Manager I may provide work direction to other technical personnel.

CLASS QUALIFICATIONS

Knowledge of:

Software development methodologies, design, and implementation
Software Development Life Cycle (SDLC)
Source code management (SCM)
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
Principles of program documentation and methodology
Information Technology Infrastructure Library (ITIL) Release Management best practices
Project management methodologies

Ability to:

Develop, analyze, and maintain tools that support and automate processes for software product release
Facilitate code compilation, build, test, and release
Analyze, debug, and troubleshoot scripts using various programming languages
Analyze existing manual and computerized procedures and develop improvements
Write clear complete comprehensive reports, documentation, instructions, and training materials
Establish effective working relationships with functional and technical teams
Learn and apply new concepts in information technology
Learn the characteristics of new systems and update skills to adapt to changing technology
Communicate effectively orally and in writing

ENTRANCE QUALIFICATIONS

Education:

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

Experience:

Release Manager I:

Two years of professional experience in IT Release Management including source code management, automation, configuration framework or operating systems in a large, multi-user environment. Experience with MS Visual Studio/Team Foundation Server is preferable.

Release Manager II:

Five years of professional experience in IT Release Management including source code management, automation, and configuration framework. Experience with MS Visual Studio/Team Foundation Server is preferable.

Special:

A valid California Driver License
Use of an automobile

SPECIAL NOTES

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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