# Manager of Administrative Applications

Port Authority is seeking a Manager of Administrative Applications to be responsible for managing the software application lifecycle, project requests and licensing of ERP and related systems. Supervises a team that is responsible for the day-to-day management of these systems

Essential Functions:
- Responsible for overseeing software application lifecycle. This includes doing needs analysis with internal customers, defining purchase requirements (or coordinating same for internal development), coordinating purchasing documentation, managing licensing and contract renewals, and ensuring quality assurance testing is completed on both internal and purchased software and, setting the technical standards for software development. Active and hands on involvement in the entire life-cycle of the development process in a team environment.
- Supervise and manage application developers and related staff. Adhere to standards and project roadmap timelines. Provide guidance and training of team members. Establishes goals and objectives for staff and evaluates performance on a timely basis.
- Work with IT leadership to develop and maintain a project roadmap.

Job requirements include:
- BS in Computer Science or related field from an accredited school. Related experience may be substituted for the education on a year-for-year basis.
- Strong communication skills, both in verbal and written modes; ability to analyze customers' needs through effective communications.
- Two years of quality assurance & testing plan development and execution experience.
- Two years of experience in a supervisor or project management role (team lead, manager, or similar).
- Prior system architecture design experience.
- Experience with modern Windows desktop and server environments.

Preferred attributes:
- Experience with Microsoft collaborative and communications technologies, such as SharePoint, Teams, M365 and O365 components.
- Development experience with ERP software such as PeopleSoft PeopleTools and related application development tools.
- Software license management experience.
- Experience with integrating packaged and custom software.
- Experience with Agile SCRUM development.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (*with salary requirements*) and resume to:

Employment Department
345 Sixth Avenue, 3rd Floor
Pittsburgh, PA 15222-2527
@portauthority.org
EOE