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## **JOB DESCRIPTION**

**Position Title:** Software Engineering Development Manager  
**Department:** Development  
**Reports To:** Development Manager  
**FLSA Status:** Exempt

### **JOB SUMMARY**

The Software Engineering Development Manager is responsible for leading major applications software development efforts beginning with the concept definition and concluding with sustaining. The Manager manages a team of technical staff members and leads a project's development efforts for all areas within product development by establishing development objectives and project timelines, determining and obtaining resources, assigning work, monitoring progress and results, and providing technical leadership. The Manager provides leadership within the department and is accountable for product delivery and introducing new technologies and methodologies into the Bridgeway product development function. This is a seasoned, accomplished engineering manager position.

The Manager manages a team of technical staff members and may lead multiple, large-scale, complex development efforts simultaneously. The Manager is an experienced manager who is expected to contribute to the overall management of the product development function.

### **ESSENTIAL JOB FUNCTIONS**

Manages large-scale development projects by defining project scope, methodologies, and deliverables; providing leadership in project planning and technical design; estimating and obtaining resources; developing schedules; assigning work to technical staff members and coordinating work assignments; and reviewing and monitoring progress and results. Analyzes project results and adjusts assigned resources to maintain product development goals and milestones. Manages all engineering activities relating to product development. Provides progress reports to management. Ensures and enforces consistent usage of product design methodologies.

Manages a standing team of engineers and other technical staff. Determines staffing needs, obtains appropriate corporate approvals, interviews candidates, and makes hiring decisions. Promotes and facilitates training and professional development of staff. Coaches and counsels staff on career development. Administers all Bridgeway personnel, financial, and administrative policies, including travel and expense reporting. Prepares and delivers performance counseling and reviews and makes salary recommendations. Makes disciplinary recommendations and executes policies as appropriate. May also manage another manager and oversee the development activities beneath that manager.

Provides technical leadership to developers. Maintains knowledge of leading edge and state-of-the-art technologies and concepts and introduces them to product development. Continuously learns new skills, development methodologies and approaches, and technologies and helps to integrate them into Bridgeway's product development efforts. Seeks out training opportunities and learns from others at Bridgeway. Keeps up to date regarding emerging programming methods, languages, and trends.

Participates in the overall management of Bridgeway's product development function. The Manager may assist in long-range planning and strategy development for the software engineering function. Translates broad, strategic directives and initiatives into tactical, operational activities. Provides input to management on Bridgeway's long-term technology and staffing needs. Performs or oversees highly complex analysis and design across a broad range of technologies needed for current or future Bridgeway products. Performs or assists with,

administrative functions, including resource planning, capital and operating budgeting, and expense approval and management.

Interacts directly with Bridgeway's Product Planning staff to add new or custom features to company products. Provides leadership within software engineering in determining how to incorporate new features or functions into existing products, how to customize products, or in the design of new products. Combines knowledge of how our products are currently used, future customer technology trends and Bridgeway's technical capabilities order to forecast viable new products.

Performs other tasks and activities as required. Performs all job functions with a positive, professional attitude.

### **WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

Duties are performed in an office environment while sitting at a desk or computer table. Duties require the manual ability to utilize a computer keyboard, the ability to communicate over the telephone, and the ability to read printed material. Duties may require the ability to travel via automobile or airplane. Duties may require being on call periodically and working outside of normal working hours (evenings and weekends).

### **JOB REQUIREMENTS**

#### Knowledge

- Advanced knowledge of technologies, product development methodologies, and programming languages that are relevant to Bridgeway.
- Advanced knowledge of the principles, practices, and techniques of product development and project management.
- Experience with UML (Unified Modeling Language) and/or Agile/SCRUM methods a plus.

#### Skills/Abilities

- Proven ability to lead a team of technical staff members to the successful delivery of a software product.
- Ability to work effectively with senior management in the development of strategic objectives and long-range plans.
- Ability to translate strategic objectives into tactical action plans, and establish teams which can execute those plans.
- Strong technical skills which include a thorough understanding of application design, data communications, and user interface design.
- Demonstrated ability to manage teams on complex projects.
- Demonstrated ability to manage multiple parallel projects with highly variable scopes.
- Demonstrated leadership and communications skills, both verbal and written.
- Demonstrated ability to respond to customers in a competent and professional manner.
- Demonstrated ability to promote a customer solution ethic and, by setting an example, instill the spirit of teamwork and cooperation within an organization.
- Physical ability to perform all of the essential functions of the job.

#### Education and Experience Requirements

- BS/MS degree in engineering or related technical field, or equivalent work experience.
  - Ten years of progressively responsible software development experience, including a minimum of two years of management experience.
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