



**ORANGE COUNTY UNITED WAY  
JOB DESCRIPTION**

<b>Job Title:</b> Manager, DevOps	<b>Reporting To:</b> Vice President, DevOps
<b>Department:</b> DevOps	<b>Position:</b> Full-Time/Exempt

**Purpose of Position**

The Manager, DevOps will report to the Vice President, DevOps and oversee the application AssistOC, which supports fund disbursements to community members to ensure housing prevention. This role involves working closely with technical developers and stakeholders to gather requirements, manage project timelines, and ensure the successful implementation of enhancements and new programs into the application. The Manager, DevOps will act as a problem solver and technical project manager, ensuring the smooth operation and continuous improvement of the AssistOC application.

**Key Duties and Responsibilities**

- Oversee the AssistOC application, ensuring it supports fund disbursements effectively.
- Collaborate with technical developers and stakeholders to gather and define requirements.
- Manage project timelines and address maintenance items and project requests.
- Provide detailed requirements to technical developers.
- Manage vendor quotes and approvals.
- Prioritize the backlog for relevant projects and maintenance tasks.
- Work with vendors to implement enhancements and new programs into the application.
- Act as a problem solver, addressing any issues that arise with the application.
- Connect with relevant stakeholders to roadmap technical enhancements for the application and any third-party entities related to programs in AssistOC.

**Core Competencies**

All employees, in performing their respective tasks and duties, are to perform quality work within deadlines, with or without direct supervision; interact professionally with other employees, customers, and suppliers; work effectively as a team contributor on all assignments; and work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

- Interpersonal Skills - Maintains confidentiality; listens to others without interrupting; remains neutral and unbiased; remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly; listens and obtains clarification; responds well to questions; participates in meetings.
- Written Communication - Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.



- Language Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports and correspondence; ability to speak effectively before groups of customers or employees of organization.

### **Job Requirements /Technical Knowledge**

- Relevant experience in database maintenance.
- Experience working with vendors and managing vendor relationships.
- Ability to work collaboratively with cross-functional teams.
- A learning attitude and willingness to continuously improve.
- Project Management skills of organization with the ability to prioritize and manage multiple projects at once.
- Technical proficiency in DevOps practices including analytical thinking and ability to find solutions to problems and challenges.

### **Employment Standards**

- Ability to work remotely and work from the office upon request

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently required to be able to remain in a stationary position 75% of the time. The person in this position needs to occasionally move about inside the office to access file cabinets, records, and office machinery. Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine and computer printer. Occasionally ascends/descends stairs, and constantly positions self to maintain computers in the office, including under the desks. The person in this position frequently communicates with coworkers and customers who have inquiries about our business operations and the community we service; therefore, the person must be able to exchange accurate information. The employee must occasionally lift and/or move up to 10 pounds.

### **Compensation**

- Commensurate with experience, education, and market, \$68,640 – \$85,000
- Competitive benefits.

### **Send Cover Letter and Resume To:**

[recruiting@unitedwayoc.org](mailto:recruiting@unitedwayoc.org)

Orange County United Way  
18012 Mitchell South, Irvine, CA 92614

[www.unitedwayoc.org](http://www.unitedwayoc.org)