JOB TITLE:	SOFTWARE DEVELOPER
DIVISION	TECHNOLOGY
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8583
BARGAINING UNIT:	CLAS

REVISED: Submitted:

01/18/2025   12/17/2024

SCOPE OF RESPONSIBILITIES

Assists in leading project teams, mentors team members, captures user requirements and participates in all phases of in- house software development process. Designs, develops, tests and maintains enterprise software using object-oriented languages and enterprise database design and inquiry skills.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Writes consistently, translates, and codes application software and reports according to specifications and established internal standards

Develops quality code and performs test procedures on new and existing software programs for the purposes of correcting errors, isolating areas for improvement, and general debugging

Assists in leading and executing multiple concurrent projects and utilizes effective time management, planning, and people skills to liaise with developers and other team members to ensure timely delivery of projects and to provide timely status update to all project stakeholders

Collects or assists with the gathering and documentation of business requirements and provides excellent and timely customer service by utilizing polite business communications, fulfilling requests on time, and satisfying ad-hoc data and/or report requests

Assists in leading efforts to troubleshoot software applications to isolate the source of a problem and provides satisfactory resolution so that the application is operational again

Mentors junior staff members and guides junior staff in technical certification efforts

Employs proactive measures to resolve project problems and implements the same throughout the team, and performs necessary duties outside normal business hours to accomplish goals and meet deliverables

Stays current on certification(s) by successfully completing updated certification exam(s), and keeps related developer skills updated

Researches emerging software development technologies and/or methodologies, develops standards and processes to facilitate the use of cutting edge programming languages, development tools and programming methodologies, and implements technology and processes to facilitate the use of cutting edge programming languages, development tools and programming methodologies, and implements technology and processes for increasing productivity and reducing costs

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Regular, predictable performance is required for all performance responsibilities

This position requires collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Bachelor's Degree

A current, relevant, and industry-recognized certification, or ability to successfully complete department-designated and department-paid certification(s) within twelve (12) months of hire

DESIRABLE QUALIFICATIONS

Excellent grammar and strong research skills needed

Knowledge of the field of education

Experience in a diverse workplace