POSITION DESCRIPTION

FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

JOB CLASSIFICATION:	DIVISION:	DEPARTMENT:	
Software Development Specialist 2	*Finance & Administration*	*Information Technology*	
WORKING TITLE:	**PCN & CLASSIFICATON OF SUPERVISOR:**	**JOB STATUS:**	
Software Developer	*Information Technology Manager 2*	*Full-time*	
CLASSIFICATION NO.:	**PCN:**	**REVISION DATE:**	
69942	**PAY RANGE:**	*1/20*	

EQUIPMENT USED:
Telephone/conference call equipment   computer/monitors   calculator   printer   scanner   fax machine   copying machine   automobile

MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED:
- Completion of undergraduate core program in computer science or information systems;
- 24 mos. combined work experience in any combination of the following: designing and performing systems analysis, developing and/or modifying programs for computer applications recommending application solutions and/or testing and correcting programs as it relates to testing and implementation and assisting with documentation including 12 mos. work experience in the primary technology as outlined in this document.

-Or
- Completion of associate core program in computer science or information systems;
- 30 mos. combined work experience in any combination of the following: designing and performing systems analysis, developing and/or modifying programs for computer applications recommending application solutions and/or testing and correcting programs as it relates to testing and implementation and assisting with documentation including 12 mos. work experience in the primary technology as outlined in this document.

-Or
- 48 mos. combined work experience in any combination of the following: designing and performing systems analysis, developing and/or modifying programs for computer applications recommending application solutions and/or testing and correcting programs as it relates to testing and implementation and assisting with documentation including 12 mos. work experience in the primary technology as outlined in this document.

PREFERRED:
Bachelor's Degree in computer science or related field. Five years of work experience as a SharePoint Developer with experience training users and gathering business requirements. Two years of development experience with SharePoint environment using InfoPath forms, SharePoint or Nintex workflows, SharePoint Designer and Oracle SQL. Two years of client web development within a .NET framework. Two years of experience in OnBase/SharePoint integration. SQL Server database experience and SSRS experience. Microsoft and OnBase certifications. Two yrs. exp. in software architecture selection and usage or equivalent; excellent written communication and presentation skills; strong interpersonal skills; basic project management course; 1 or more courses in application development and administration; proficient in Word, Excel, PowerPoint, Access and database principles.

PURPOSE:
Employee functions as an application support providing overall guidance and control of applications development environment including, but not limited to, architecture evaluation and selection, application installation and setup, capacity planning, governance and change control, management and reporting, database management, backups and restores, application security, systems update and maintenance, and projects identification and selection. The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency and Well-being for the families served by the

agency. The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships

80%	**JOB DUTIES:** **-Analysis and design**: Works with business personnel to identify and document system software requirements. Defines problems and develops potential solutions. Performs post production support for business applications which may include routine maintenance, enhancements and the need to perform research to aid in troubleshooting software production errors. Assists in identifying alternate courses of action. Assists in the review and evaluation of software development methodologies. **-Development:** Adheres to development framework & validates when doing peer to peer code reviews. **-Testing and implementation:** Creates detailed test designs and test plans. Creates and reviews test data for performing test scenarios. Coordinates execution of unit and system test scripts. Coordinates debugging efforts and defect tracking. Coordinates support of user acceptance testing. Coordinates software implementation and deployment tasks. When assigned, leads development, implementation and monitoring of IT quality assurance standards to include all change control for the software development team and testing. Performs performance and load testing. -**Communication**: <u>Verbal</u>- Guides performance of software development tasks per verbal instructions Answers questions on technical topics to assist other technical staff in software development. Obtains or imparts information from/to other technical staff and business personnel through discussion(s) involving database, infrastructure and/or application information. Leads discussion(s) or formal meetings with technical and/or non-technical personnel on simple to moderate technical topics in support of software development. <u>Written</u>- Summarizes, in writing, information on 1 or more related topics involving database, infrastructure and/or application information in support of software development. Conveys, in writing, recommendations or conclusions to another for decision making purposes in support of software development. **-Documentation:** Writes, reviews, and coordinates development of: Application-related training materials and software user guides. Program and/or application source code documentation (e.g., uses cases, in-line code comments). Adhere to software development and departmental standards. Appropriate standards and criteria for acceptable programming standards, identifying and escalating potential data design issues. Documentation and systems development lifecycle activities. Review development lifecycle activities. -Gathers, interprets and applies information from a variety of sources to aid in software development duties, activities, events. -Answers questions and presents informal mentorship opportunities to peers and/or lower-level IT staff via conversation, observation or technical documentation.
15%	Develops and provides IT environmental documentation. Assists in troubleshooting of "IT Service Desk" calls as it pertains to networking and software problems; consults with users on possible solutions. Participates in staff development/training, as directed. Participates in conferences and other department/agency meetings as requested; completes other administrative tasks.
5%	*Performs other related duties as assigned* ***Position is in an on-call rotation and subject to call-in during non-working hours (24/7) as necessary.** ***Other related duties may include handling cases from Intake, if needed and if determined by HR to be qualified to do so.**

List no. of positions and Class Titles of positions supervised		
n/a	Signature of Agency Representative	Date