



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	Software Developer	LAST UPDATED:	11/14/2013
DEPARTMENT:	Information Technology	JOB CLASS:	
REPORTS TO:	Assistant Director	FLSA:	Exempt
		DESIGNATION:	

Summary: Under general supervision of Assistant Director – Information Technology, responsible for the design, development, implementation, and integration of software applications. The successful Software Developer must be proficient in or have a strong working knowledge of a variety of technologies including C#, JavaScript, HTML, ASP.Net, web services, and SQL.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Defines solution objectives by analyzing user requirements, system features, and functionality.
- Designs and develops user interfaces to applications by: setting expectations and features priorities throughout development life cycle; determining design methodologies and tool sets; completing programming using languages and software products; designing and conducting tests.
- Creates variety of customer solutions by integrating enterprise applications with custom scripting and development.
- Establishes and maintains effective working relationships.
- Supports users by developing documentation and assistance tools.
- Develops and implements large or complex computer software applications; design, configures and tests system software; debugs or troubleshoots user software issues.
- Provides advanced technical support to support staff and system users; mentors staff in resolving application software problems.
- Recommends system solutions by comparing advantages and disadvantages of custom development and purchase alternatives.
- Maintains awareness of new technologies and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate.
- Suggests and maintains departmental standards, procedures, and documentation.
- Complies with all written City policies and procedures.
- Adheres to assigned work schedule as outlined in City and department attendance policies and procedures.
- Performs other related duties and responsibilities as required.

Other Important Duties:

- Travels off site to present training or to attend meetings, conferences and training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Proficient in Microsoft .NET Framework, C#, HTML, ASPX, Javascript, Visual Studio and XML web services.
- Knowledge of SQL, ArcGIS Server and Silverlight.
- Knowledge of computer hardware, software and peripherals.
- Knowledge of technical support and computer training methods and techniques.
- Knowledge of City policies and procedures.
- Skill in effective oral and written communications.
- Skill in effectively managing multiple projects.
- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- Bachelor's Degree in Computer Science, Information Systems, or related field, **and** four (4) years application development experience using, Microsoft .NET framework, C#, .ASPX or Javascript; **or** equivalent combination of education and experience.
- Must pass a pre-employment drug screen, background and MVR check.
- Must possess valid State of Texas Driver's License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to occasional bending, reaching, kneeling and lifting when installing or inspecting integrated hardware and software used by City departments.
- May be subject to long periods of standing while training other employees.
- Must be able to lift and carry 20 pounds.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, other standard office equipment and department vehicles.

Approved By:

Signed by Susan Olson on November 19, 2013

Susan Olson, Assistant Director, Information Technology

11/19/2013

Date

11/19/2013

Shannon Allyn, Human Resources Generalist

Date