

POSITION DESCRIPTION  
**FRANKLIN COUNTY CHILDREN SERVICES**

An Equal Opportunity Employer

<b>JOB CLASSIFICATION:</b> <i>Software Development Specialist 3</i>	<b>DIVISION:</b> <i>Finance &amp; Administration</i>	<b>DEPARTMENT:</b> <i>Information Technology</i>	
<b>WORKING TITLE:</b> <i>Software Developer</i>	<b>PCN &amp; CLASSIFICATION OF SUPERVISOR:</b> <i>Information Technology Manager 2</i>		<b>JOB STATUS:</b> <i>Full-time</i>
<b>CLASSIFICATION NO.:</b> <i>69943</i>	<b>PCN:</b> <b>PAY RANGE:</b>		<b>REVISION DATE:</b> <i>1/20</i>
<b>EQUIPMENT USED:</b> <i>Telephone/conference call equipment computer/monitors calculator printer scanner fax machine copying machine automobile</i>			
<b>MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED:</b> <p>-Completion of undergraduate core program in computer science or information systems;  -36 mos. combined work experience in any combination of the following: assuring requirements are defined and approved, performing code reviews and ensuring application development standards are met including 12 mos. work experience in the primary technology as outlined in this document.</p> <p>-Or  - Completion of associate core program in computer science or information systems;  -42 mos. combined work experience in any combination of the following: assuring requirements are defined and approved, performing code reviews and ensuring application development standards are met including 12 mos. work experience in the primary technology as outlined in this document.</p> <p>-Or  -60 mos. combined work experience in any combination of the following: assuring requirements are defined and approved, performing code reviews and ensuring application development standards are met including 12 mos. work experience in the primary technology as outlined in this document.</p>			
<b>PREFERRED:</b> Bachelor's Degree in computer science or related field. Five years of work experience as a SharePoint Admin with experience training users and gathering business requirements. Five years in the role as a lead developer with SharePoint environment using InfoPath forms, SharePoint or Nintex workflows, SharePoint Designer and Oracle SQL. Five years of client web development within a customized .NET framework. Five years of experience in OnBase as an application admin with integrations such as SharePoint. SQL Server database experience and SSRS experience. Demonstrated experience with producing customized applications in a production environment with rapid response of restoration when production issues occur. Microsoft and OnBase certifications. Five yrs. exp. in software architecture, related to creation or enterprise wide data schema integrations, 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.			
<b>PURPOSE:</b> Employee functions as an independent application developer providing overall innovative guidance and control of applications development environment including, but not limited to, enterprise wide architecture evaluation and selection, application installation and setup, capacity planning, governance, code review and change control. Develops team level management and reporting tools, database management, backups and restores, application security, systems update and maintenance, and projects identification and selection.			

Provides triage to isolate the component of failure for all software development issues. Employee also guides junior staff on executing peer to peer code review. 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

**JOB DUTIES:**

80%

**-Analysis and design:** Works with business area personnel to assure requirement(s) are thoroughly defined and approved. Performs impacts analyses to identify interdependencies and innovates. Assists with design reviews to include integration and data schema.

**-Development:** Performs code review(s). Develops and manages framework for junior peer to peer code review. Serves as technical lead, as assigned and also assigns technical tasks for junior members.

**-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. 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: Verbal-** 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. **Written-** 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). Creates 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.

**-Assists higher-level IT staff with estimating workload requirements.**

15%

Develops and provides IT environmental documentation. Assists in the 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. Stay abreast of current IT technologies relevant to work duties. 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

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Signature of Agency Representative

\_\_\_\_\_  
Date