POSİTİON DESCRIPTION

TITLE: Application Developer
LOCATION: Administrative Service Center
REPORTS TO: Manager, Information Technology
DEPARTMENT: Information Technology (IT)

SUMMARY STATEMENT:
The Application Developer, under the supervision of the Manager of Information Technology and the general direction of the Application Developer/Web Designer, is responsible for developing and maintaining District computer applications dealing with forms and databases, as well as adhering to District and professional standards for security and database architecture. In addition, the Application Developer, under the direction of the Application Developer/Web Designer will plan and define requirements for the efficient and effective use of the District's data resources; design and implement applications and databases as well as promote and facilitate consistent representation of usage of data, data integration, and data integrity throughout the organization.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and the general public, in person, by telephone, via E-mail, and in writing.
2. Define database and application requirements, evaluate data needs, design and implement applications using standards for security, access, database, and development.
3. Analyze and evaluate requests for enhancements and modifications to existing systems, which includes responsibility for problem reviews and diagnostics, feasibility studies, generating alternative solutions, and making recommendations as to the best solutions.
4. Work with other departments in the development of electronic forms to enhance District functions.
5. Coordinate and perform project planning and project management responsibilities which (depending upon service area) may include establishing priorities, specifications, and approaches; organizing staff, and scheduling; working with others (including outside vendors) to complete a project; and tracking and following up on progress.
6. Coordinate and perform appropriate documentation planning tasks; review drafts and revisions; ensure reports and communications meet customer and department quality, service, and other requirements.
7. Maintain existing programs and procedures and write complex new programs using current hardware and software techniques and a variety of language and software tools.
8. Evaluate workflow processes and document handling with the District and make recommendations as to best solutions.
9. Travel from location to location, including out of the city, to accomplish tasks.

OTHER RESPONSIBILITIES:
1. Provide back-up support to other positions in the event of absence or work overload.
2. Perform special requests as requested.
3. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
### MENTAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Documents (66-100%)</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Problem Solving (66-100%)</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Confidentiality (66-100%)</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Customer Contact (66-100%)</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Written Communication (66-100%)</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Multiple Concurrent Tasks (66-100%)</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Detail Work (66-100%)</td>
<td>(66-100%)</td>
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</tbody>
</table>

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

- (66-100%) = Continuously
- (33-66%) = Frequently
- (Up to 33%) = Occasionally

### TOOLS AND EQUIPMENT NECESSARY:

- PC, telephone, copy machines, printers, FAX machine, and all other tools and equipment necessary to perform the essential functions as listed above.

### MINIMUM QUALIFICATIONS:

1. Five years of experience with database design, computer programming, and systems analysis. BA degree preferred.
2. SQL server and .Net development experience preferred.
3. Demonstrated work with database query and report generating applications.
4. Electronic Forms generation application programming preferred. Basic HTML and CGI scripting experience preferred.
5. Demonstrated interface design skills and ODBC experience required.
6. Project management experience preferred.
8. Demonstrated ability to communicate effectively with students, staff, and the general public.
9. Demonstrated ability to work independently with minimum supervision.
10. Demonstrated ability to maintain confidentiality of sensitive information.
11. Demonstrated organizational skills and a commitment to follow through.
12. Must possess a continuing interest in professional growth and development.
13. Must be able to travel from location to location to accomplish tasks and be willing to travel out of the city.
14. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

**260-261 Days Per Year (Includes Holidays)**

**8 Hrs. Per Day**

PSE: ___________________________  Date: ________________

District: _________________________  Date: ________________

New
Application Developer