

Application Developer 1
Columbia County Management Information Services

I. JOB SUMMARY

Under the close supervision of the Applications Support Manager, this position is responsible for evaluating customer department needs, participating in a team effort to develop solutions and system documentation. This position will also assure data integrity and test for data corruption. In addition, this position is responsible for direct customer daily support.

II. ESSENTIAL DUTIES

A 65% Analysis, design and develop computer based applications.

1. Apply systems and programming design concepts to fully understand the extent of problems and how they impact on the customer's business.
2. Evaluate alternative solutions to business problems including the use of commercially available software.
3. Write computer software to accomplish all aspects of the computer system. Develop all phases of programming to include: design, coding, debugging, testing, documentation, implementation, and review.
4. Develop test data and test computer software. Conduct complete system test and optimize for system performance and efficiency.
5. Prepare and maintain computer system documentation including system, program, operations and customer manuals.
6. Perform post implementation evaluation to determine customer satisfaction and relative success of the program.

B 15% Consultation with customer department staff members.

1. Meet with customers to determine needs for automated support and enhancements to existing computer systems.
2. Review existing customer department records, reports and other documents concerning areas proposed for automation.
3. Review alternative system approaches with customer departments.
4. Recommend, justify and prepare formal reports concerning IT project proposals.
5. Train customers in proper application operation.
6. Provide direct customer support.
7. Instruct customers regarding the operations of various applications to produce reports as requested.

C 10% Department Administration.

1. Staff department Help Desk service as needed;
2. Enter JDE purchase requisitions; process product orders and vouchers.
3. Distribute Intra-departmental mail; process external mail.
4. Other administrative tasks as needed.

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NON-ESSENTIAL DUTIES

C 5% Participation in special projects as requested.

1. Assist in the development and recommendation of departmental computer standards and procedures by conducting research and presenting appropriate information.
2. Provide recommendations concerning security and integrity of facilities, computer programs, and data files.
3. Work with third-party contractors as required.

D 5% Maintain technical currency.

1. Review publications and periodicals as relevant to the position.
2. Participate in approved computer-base and web-based training.
3. Attend update training classes and seminars as requested.

III. LICENSES AND CERTIFICATIONS AND SPECIAL REQUIREMENTS

- Valid Wisconsin Driver's license and automobile liability insurance.
- Microsoft Certified Solutions Developer (MCSD) certification (desired).

IV. EDUCATION AND EXPERIENCE

- Associates Degree from an accredited college in Computer Programming or related field. (Comparable work experience can be substituted for education on a 2 for 1 basis.)
- Knowledge of VB.Net & SQL.
- In-depth technical knowledge of micro-computer application development methodologies.
- 1 year of related experience in an application development.
- Excellent written and oral communication skills.
- Experience with governmental accounting systems. (desired)
- Experience with Microsoft back office products. (desired)

V. PHYSICAL REQUIREMENTS

- Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking.
- Visual acuity.
- Ability to hear normal conversation.
- Good manual dexterity of hands and fingers.
- Able to lift/carry/push/pull at least 25 pounds.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

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Employee _____ Date _____

Supervisor _____ Date _____