

County of Frederick, Virginia			
Position Details			
Position Title: Sr. Program Coordinator/ Application Development		Date Position Created:	
Department: Information Technology		Reports To: IT Director	
<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Date Prepared: 6/29/2015	Prepared By: IT Director	
Range: 11			
G/L Line Item: 4-010-012200-1001-000-055			
Job Description			
<p>Job Purpose: Assistant to the MIS Director and perform the duties of the Director in his absence. This position will be the senior programmer and supervise programmers on both the application development and AS400 development module of the IT department.</p> <p>Develop and maintain software applications critical to the operations of client by applying technical coding skills to the Sales, Accounting and Vendor Data Transition applications. Apply SDLC development methodology skills and core competencies to complete coding assignments on time.</p> <p>This includes researching, designing, documenting, and modifying software specifications throughout the production life cycle. The software developer will also analyze, amend software errors in a timely accurate fashion and provide status reports where required.</p> <p>Provide functional analysis, design, coding, testing, debugging, and implementation for new systems or enhancement to existing systems.</p> <p>Support and provide troubleshooting for and resolution of system problems</p> <p>Ensures compliance with IT processes and standards to achieve quality deliverables</p> <p>Responsible for unit testing independently or with minimal direction adhering to all IT established methodologies, standards and guidelines. Provide technical oversight and assist with the design/development of projects.</p> <p>Assists the MIS Director in the implementation and maintenance of the County's information systems. Performs related duties as assigned.</p> <p>Work is performed under the general supervision of the MIS Director.</p>			
Essential Functions			
<ul style="list-style-type: none"> • Develops and maintains intuitive, user-friendly and technically efficient web pages; • Updates site content and structure in coordination with Marketing and other key departments; • Enhances user interface; • Troubleshoots website operation, tracks site usage statistics and monitors performance; • Produces applications, forms and related web pages in support of the Society's advertising initiatives, web-based interactive communications, and other areas as assigned; • Learns new tools and methods in an effort to adapt and respond to ever-changing project needs; • Designs and prepares elements/graphic images for the web; • Locates and debugs website issues; and • Produces and uploads broadcast data to the county's media outlets. • Other related duties as assigned. • Is responsible for maintenance and administration of pre-production code environments. • Develop documentation including help text, report samples, and screen samples. • Work with other developers on the Frederick County development team on the implementation of common frameworks and solutions. • Assists in the planning of effective data processing applications and the resources needed to carry them out; • Attention to detail while processing, composing, and proofing materials; • Able communicate effectively; 			

- Focus on the internal customers, collaborate with others, solve problems creatively and demonstrate high integrity;
- Maintains and updates detailed system operation procedures for use by MIS and non-data processing personnel;
- Assists in all conversion tasks, procedures and training of users in the new procedures and conversion method;
- Performs or assists in the performance of maintenance of the operational systems and retesting;
- Assists in maintaining schedules for production and facilities and makes adjustments for departures from schedules;
- Assists in the research of hardware and software alternatives for present and future requirements;
- Assists in preparing budgets for MIS activities and personnel;
- Supervises monthly physical inventory of supplies used in the department;
- Assists in the training of users of the system;
- Assists in providing back up and security for the installation;
- Performs and maintains a filing system for materials pertinent to operations, scheduling, special requests,
- Attends formal training instruction to keep abreast of acquired advancement in technology;
- Run Payroll and Accounts Payable twice a month and send files to the bank for direct deposits and ACH payments as required by NACHA rules and regulations;
- Run and print Landfill billing;
- Print Dog Tag applications and payments;
- Print tax bills for Real Estate, Personal Property and Public service;
- Assist users with Query programming;
- Run and print tax books and supplemental billing;
- Process year end W2's and quarterly 1099's;
- Assists users with Query reports;

Job Requirements:

Education: Degree in Computer Science, Media Marketing or Business administration

Strong proficiency in C#, ASP.NET, HTML, JavaScript, CSS, SQL or related technologies

- Flexibility Education Bachelors preferred Discipline Business, Computer Engineering, Computer Science, Information Systems, Mathematics
- Experience with one or more of the C++, PHP, Ruby, Perl, Python, and Tcl
- Environment and application experience including Microsoft is a strong benefit
- Excellent research, problem solving skills, interpersonal and communications skills are essential
- Strong prioritization and organizational skills
- Ability to work independently towards general results
- Can effectively communicate with employees/other business contacts (contractors, customers, vendors, etc.)
- Prior Experience: 3 – 5 years' experience of hands-on coding and development of web applications
- Demonstrated competency in verbal and written communications and interpersonal understanding.
- Demonstrated ability to seek out and understand customers' issues business needs
- Demonstrated ability to handle deadlines and pressures
- Conceptual thinking and reasoning abilities
- Demonstrated competency in logical and analytical thinking
- Demonstrated decision making ability
- Demonstrated competency in identifying and solving problems
- Demonstrated ability in the utilization of multiple tools to solve problems
- Experience in the adaptation to and the application of rapidly changing technology to business needs
- Experience in leveraging APIs toward county goals
- Demonstrated ability to perform as technical expert in field
- Ability to work independently.
- Achievement orientation, Self-starter, Self-control, Concern for quality

AS400 requirements for Senior Distinction

- 4 - 5 years of recent experience in IT/IS software development.
- 4 - 5 years recent experience with iSeries-AS/400 RPG ILE/IV/Free programming/coding development, Subfiles, CL including embedded SQL programming.
- Strong written and verbal communication skills and the ability to interface effectively with team members, IT

- groups, and business users.
- Effectively present information and respond to questions either one-on-one or to business groups, including regular status to supervisor and management.
- Responsible for production support and application monitoring based on assigned code implementation efforts.
- Participate in system enhancements, internal quality assurance reviews and post implementation support.
- Must be flexible on assignments. Must work well in a team environment.
- 3 to 5 years with developing / maintaining batch data loads and extract processes on the iSeries/AS400.

Knowledge/Skills:

Solid understanding of C#, ASP.NET, PL/SQL (procedures, functions, etc.), SQL, XML or related technologies

Experience with IOS/ mobile application design

Experience with AS400 (DB2) database integration

Certification examples – RPG,HTML, .NET, Java, CSS Scripting and SQL database administration (one or many)

Acceptable documents to establish identity and employment authorization and the ability to pass a background check.

Working Conditions:

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds unassisted. Specific vision abilities required by this job include close vision for extended periods of viewing a computer screen or screens, distance vision, color vision, depth perception, and ability to adjust focus.

Supervisory Responsibilities:

Number of Employees Supervised: 0

Number of Subordinate Supervisors Reporting to Job: 0