



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

Software Developer

**Class Code: 1374
Work Days: 225**

GENERAL PURPOSE

Code, implement, test, analyze and debug applications according to specifications; Modify, expand, and update applications; to develop software prototypes; collaborate with teams and stakeholders; learn and document existing applications and processes and as updates are made; and transform requirements to solutions; and provide responsible support to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives general supervision from higher level management staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
 2. Perform application development duties including requirements gathering, analysis, design, development, testing and debugging; developing software prototypes, releasing applications and updates, communicating and collaborating with stakeholders and related staff.
 3. Test and update applications and programs to support new operating systems and software.
 4. Conduct meetings with customers and transform requirements into effective applications.
 5. Follow established OCDE application design standards, policies, and procedures.
 6. Follow established quality assurance and security standards for applications.
 7. Follow established database standards and procedures.
 8. Perform application development/programming analysis duties.
 9. Provide detailed design and specification documentation for all systems and databases.
 10. Verify stability, interoperability, portability, security, and scalability of application architecture.
 11. Install, research, test, and verify proper functioning of software updates.
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ESSENTIAL FUNCTION STATEMENTS (cont.):

12. Keep up-to-date on emerging application design and database architectures, technologies, and methodologies, and attend training classes as necessary.
13. Must demonstrate attendance sufficient to complete the duties of the position as required. Including nights and weekends for implementations, updates and processes.
14. Perform related duties similar to the above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Principles and practices of application analysis, debugging, testing and security
2. Methods and techniques used to design, develop, test, and deploy applications
3. Methods and techniques of evaluating requirements and developing information systems solutions
4. Principles and practices of programming languages, development operations, tooling and related technology.
5. Methods and techniques of developing application technical manuals and documentation
6. Application development best practices
7. C#
8. ASP.NET (WebForms and MVC)
9. Microsoft .NET Framework
10. Visual Studio .NET Development Environments
11. Structured Query Language (SQL)
12. Microsoft SQL Server 2008 and above
13. SQL Server Integration Services (SSIS)
14. Database design and development
15. JavaScript (and JavaScript frameworks)
16. Hyper Text Markup Language (HTML)
17. Cascading Style Sheets (CSS)
18. Reporting tools such as Crystal Reports or SQL Server Reporting Services (SSRS)
19. Microsoft operating systems
20. Microsoft Office products
21. OCDE business applications and processes

Ability and Skill to:

1. Manage multiple competing priorities efficiently and effectively.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
3. Establish and maintain effective working relationships with various constituencies.
4. Understand, interpret, and explain laws, codes, contracts, regulations, policies, and procedures.
5. Prepare clear and concise correspondence, reports, and other written materials.
6. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
7. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is Bachelor's degree from an accredited college or university with major course work in a computer related field and one to two years of recent experience in the areas of design, development, testing, debugging and deployment of applications using Microsoft .NET and SQL Server. Recent college coursework and education can be used in lieu of work experience.

(Recent experience is defined as within the last two (2) years)

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is variably paced with moderate to high pressure.

Revised 2/09, 2/14, 7/17