

POSITION DESCRIPTION

Title: Software Developer I

Department: Communications & Information Systems

Job Analysis: May 2018, February 2020, **October 2020**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: CIS Director, Application and Database Services Manager

Subordinate Staff: None

Internal Contacts: County Commission, County Employees, Elected Officials, etc.

External Contacts: General Public, Vendors, Representative from other Agencies

Status: Classified/ Exempt (**S313**)

Job Summary

Responsible for programming and maintaining in-house software and applications. This position will also help develop products for other agencies and departments within Baldwin County Commission and offer excellent technical support and will monitor and update the County's existing website to ensure that it addresses the needs of our citizens in a manner that is easy to navigate.

Additionally, the Software Developer I is responsible for building and implementing functional, efficient programs that the user needs while assisting other developers throughout the software development life cycle. This position requires to be a team player with keen eye for detail and problem-solving skills.

Job Domains

A. Application Development and Implementation

- ~~1. Perform application programming in accordance with design specifications.~~ Job function emphasis is in front-end development, this position will be responsible for implementing and creating visual elements that users see and interact within a web application.**

2. ~~Test applications for performance and usability.~~ Create, design, and maintain graphics, videos and photos that will be used for the county's website and application development.
3. Implement applications into production environment.
4. Develop technical and user documentation.
5. Conduct and/or coordinate user training classes as required.
6. Perform applications and systems maintenance as required.

B. Website Coordination

1. Monitor, update and improve performance of County website.
2. Ensure that the County website and the CRM knowledgebase are properly linked.
3. Possess technical expertise to answer questions about and troubleshoot problems with the County website.
4. Communicate citizen needs to each department and work with personnel in each department to address those needs on County website.
5. Develop and maintain ADOBE fillable forms.

Knowledge, Skills, and Abilities

1. Ability to work independently and multi-task effectively.
2. Demonstrated knowledge and understanding of projects from the perspective of both client and business.
3. Strong skills in attention to detail.
4. Ability to learn new programming languages and technologies.
5. Excellent communication skills, both orally and in writing.
6. Skills in resourcefulness and troubleshooting aptitude.

Other Characteristics

1. Must be willing to travel and stay overnight as required.
2. Must be willing to work nonstandard hours, including weekends and overtime.
3. Must be willing to attend additional training, skills development, and other self-improvement courses as deemed necessary by supervisor.
4. Flexible and willing to accept a change in priorities as necessary.

Minimum Qualifications

1. Possess an Associate's Degree from a recognized college or university in Computer Science, Information Technology, Graphic Design, or a closely related field; or a combination of education and experience equivalent to these requirements.
2. Two (2) years' experience in a combination of communications, information technology, web development or related field. In addition, at least one (1) year of experience in government desired.
3. Working knowledge with basic JavaScript, HTML, jQuery, CSS.
4. Experience C#/.NET, preferred.
5. Knowledge of graphics software such as Adobe Suite, Photoshop etc.

6. Experience in MVC, Bootstrap, preferred.
7. Experience with Microsoft Visual Studio environment, preferred.
8. Experience with databases and Object-Relational Mapping, preferred.
9. Experience with Microsoft SQL Server Database and SSRS, SSIS, preferred.
10. Experience with Microsoft Internet Information Server (IIS), preferred.