



JOB DESCRIPTION

JOB TITLE: **Software Engineer II**

Position Type: Exempt	Department: Information Systems and Technology
Salary Schedule: Exempt	Reports to: Manager of Software Engineering; or Chief Information Officer of IS&T
Salary Range: 4	Location: Administrative Center
Term of Employment: 12 months	Date: December 15, 2017
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Applies scientific and practical knowledge in order to design, build, maintain, and improve structures, applications and systems.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Contributes in all steps of the software development life cycle of small to medium software applications and systems beginning at analysis thru maintenance, as required.
- Produces high-quality code for applications and systems, and makes modifications to existing code, as required.
- Designs, develops, and organizes reports as requested using reporting platforms.
- Prioritizes tasks and develops solutions in a timely manner.
- Evaluates changes requested to existing applications and systems with oversight from their supervisor.
- Stays current with industry developments, best practices and new trends.
- Utilizes software engineering tools such as an IDE, source control management, and debuggers.

- Collaborates with department coworkers and supervisors to analyze difficult problems, discuss possible resolutions, and outline corrective action.
- Tests software using sample input that sufficiently represents live data, analyzes the results, and resolves any issues encountered.
- Produces documentation for new and existing systems to adequately support continued maintenance by peers as well as end-user system documentation, as required.
- Provides exceptional client support at all times and operate as the liaison between department associates and end users, as requested.
- Mentors team members, and constructively contributes to enhancing the technical knowledge of the development group, as a whole.
- Collaborates and adds value through participation in peer code reviews, providing comments and suggestions.
- Works collaboratively and professionally with other department associates in cross functional teams to gather specifications, outlines an implementation schedule, resolves discrepancies, and achieves goals.
- Recommends new technologies as components of a solution when appropriate.
- Determines system performance expectations and establishes baselines.
- Must meet any additional specific job requirements as indicated by the department.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the department.

SUPERVISORY RESPONSIBILITIES:

- None.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates skill in programming for data systems and in the use of programming language(s).
- Demonstrates skill in system design.
- Demonstrates skill in system cost estimation.
- Demonstrates skill in written and oral communication.
- Demonstrates skill in interpersonal relations.
- Has knowledge of basic computer theory.
- Has knowledge of methods and techniques of computer programming.
- Has knowledge of computer programming language(s).
- Having knowledge of specific policies and regulations established in the District is desirable.
- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to work effectively under time constraints.
- Must be able to comply with the District's attendance standards as described in established guidelines.

- Must maintain a well-groomed appearance.
- Must be a team player and get along well with others.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of district/department goals.
- Is receptive to ideas, issues and concerns presented by all constituents.
- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Evaluates personnel in accordance with district and state policies/timelines.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Demonstrates clear articulation of content accurate information through both oral and written communication.
- Demonstrates collaborative problem-solving skills.
- Participates in district professional development activities in a timely manner.
- Uses professional day in a productive manner.
- Demonstrates knowledge of and adheres to district policies and administrative procedures.
- Completes assigned tasks and projects in a competent and timely fashion.
- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.
- Demonstrates effective management of all fiscal resources and responsibilities.
- Makes clear and well-defined decisions.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- Work experience as a software engineer, preferred.

LANGUAGE SKILLS:

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 50 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The employee is occasionally exposed to risk of electrical shock.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.