Position: Application Developer / Programmer	Salary Grade: 30
Department: Information Technology	FLSA: Non-exempt

CLASS TITLE: APPLICATION DEVELOPER / PROGRAMMER

BASIC FUNCTION:

Under the direction of an assigned supervisor, the Application Developer / Programmer ensures optimal performance of the district's information systems by analyzing, designing, developing, testing, and implementing enterprise applications across various platforms. This position is responsible for all aspects of the District's Enterprise Resource Planning (ERP) system, supporting college business practices and regulatory compliance. Incumbents in this position will leverage technical expertise to provide support and facilitate successful software integration, ensuring compatibility with existing applications.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification.

• Oversee the Software Development Lifecycle (SDLC), guiding projects from initial requirements gathering through design, development, testing, deployment, and ongoing maintenance. Translate user needs and objectives into technical specifications, crafting functional software solutions, and ensuring code quality through unit testing practices.

• Design, develop, and implement custom database and software applications that cater to diverse platforms and business needs. Analyze user requirements, identifying the most appropriate technologies, and building efficient and scalable solutions.

• Act as a primary point of contact for application users, providing comprehensive technical support, addressing inquiries and troubleshooting issues promptly and effectively.

• Collaborate with stakeholders to define project scope, objectives, timelines, and deliverables. Through project management ensures projects stay on track, resources are allocated efficiently, and deadlines are met.

• Identify areas for system and process enhancements. Analyze system performance metrics, pinpointing inefficiencies, and recommending solutions to optimize functionality, efficiency, and security.

• Ensure data integrity and security by implementing strategies for managing and securing data from various sources. Perform data extraction, transformation, and loading (ETL) processes, design and maintain data structures for efficient storage and retrieval and adhering to regulatory compliance standards.

Application Developer-Programmer / Classified / Range 30

• Develop reports and dashboards for data-driven decision making by transforming raw data into actionable insights for stakeholders.

• Designs and develops electronic forms to automate workflows. Creates interactive forms with features suitable for online completion and submission.

• Partner with system administrators to ensure optimal system performance, proactively troubleshoot issues, identify root causes, and implement solutions. Collaborate on system upgrades and installations to maintain and secure IT infrastructure.

• Provide support for the configuration and technical functionality of enterprise systems ensuring optimal user experience and system performance.

• Collaborate with vendors and internal users to facilitate system development and identify areas for enhancement. Solicit user feedback, prioritize feature requests, and work collaboratively with vendors to implement agreed-upon solutions.

• Develop and maintain programming change/enhancement request logs to document development efforts, track progress, and ensure version control.

• Prepare reports and ensure compliance with mandated data reporting requirements.

• Review user requests for system enhancements and develop solutions that meet their specific needs and objectives.

• Maintain expertise by staying abreast of emerging technologies and trends through ongoing learning initiatives.

• Performs other job-related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

• Programming languages, such as SQL and/or other related programs

• Database design, development, and administration.

• Application systems design, development, and testing.

• Computer operating systems.

• Reporting and intelligence tools.

• Project management tools and techniques.

• Various server operation systems and their installation, maintenance, and management.

• Storage technologies and system implementation and management.

• Network server and web-based architecture.

• Interpersonal skills using tact, patience, and courtesy.

Application Developer-Programmer / Classified / Range 30

•Pertinent federal, state, and local codes, laws, and regulations.

•District organization, operations, policies and objectives.

•English usage, grammar, spelling, punctuation, and vocabulary.

Application Developer-Programmer / Classified / Range 30

Ability to:

•Plan, organize, implement, and complete complex application and programming projects.

•Communicate technical applications to non-technical audiences.

•Learn and adapt to changes in technology.

•Communicate effectively, both orally and in writing.

•Provide leadership in application development and management.

•Analyze and remedy systems performance problems.

•Meet deadlines and work under pressure.

•Establish and maintain cooperative and effective working relationships with others.

•Build, import, and extract data and reports and maintain records.

•Demonstrates sensitivity and understanding of diverse academic, socio-economic, cultural, disability, and ethnic backgrounds.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: A bachelor's degree in computer science or related field and three (3) years' experience in information technology services, programming, database analysis and enterprise application support. Industry certifications may substitute for education or experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing a computer monitor.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: October 16, 2024