



CLASSIFICATION NO. 675

Established: 7/99

Revised Title: 10/19

FLSA: Non-Exempt

EEO: 3

TECHNOLOGY SERVICES SOFTWARE SPECIALIST 1

CLASS CHARACTERISTICS

Under general supervision, to perform initial analysis; to modify existing systems and document specifications; to code, test, debug, and document computer-based programming solutions, web applications, GIS applications or moderately complex projects, and data base programs; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Technology Services Department provides computing services to County departments and other public and private agencies. The department is made up of four Technology Services Department Divisions, including Administrative Support, Enterprise Services, Application Support, and Telecommunication Services.

The Technology Services Software Specialist 1 supports the technical team in the creation or modification of system applications and databases. Incumbents work closely with user departments and Technology Services staff to define problems, evaluates processing requirements, and maintain existing computer based information systems. Typical assignments include programming modifications to existing system, GIS, or web applications, coding, testing, and debugging of programs, designing, creating, or modifying spatial databases, and documenting formal descriptions of existing applications and databases.

The Technology Services Software Specialist 1 differs from the Technology Services Software Specialist 2 who creates complex programming solutions, GIS or web applications, and performs advanced system analysis. The Technology Services Software Specialist 1 also differs from the Microcomputer Analyst and Microcomputer Programmer/Analyst who designs and administers microcomputer applications and databases at the department level.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Communicates and collects information from users on routine problems; analyzes current and existing system operations to determine feasibility of programming and GIS or web applications; modifies programs and web or GIS applications or existing map products using the appropriate language; communicates with users on possible solutions.
2. Details functional requirements, interfaces, data descriptions, recovery procedures, and intervention methods; prepares written proposals or reports on solution process.

3. Modifies program logic to meet specifications and standards; codes instructions for computers using appropriate language; tests and debugs coded programs to assure operational accuracy.
4. Modifies and documents formal descriptions of program solutions, GIS applications, web applications and data base programs; writes operating procedures and updates user manuals.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Applications programming, Geographic Information Systems spatial analysis and cadastral design, or web development techniques; application development tools; GIS or web development tools; principles and practices of systems and GIS or web design, analysis and evaluation; data base management systems; operation and capabilities of information services equipment; office procedures and practices; basic math; English grammar.

Skill to: Communicate effectively, both orally and in writing; modify and analyze computer based solutions, web or GIS applications and data base programs; design, test, debug and document program or cartographic solutions and web applications; research and compile data from various sources; establish and maintain effective working relationships with user representatives and department staff.

WORKING CONDITIONS

Incumbent typically works in a variety of setting and locations. Work requires the ability to bend, crawl, climb, stoop and be available at sites to provide client support in the installation, repair and maintenance of hardware and software. Incumbent must be able to lift or move personal computers, terminals and peripheral equipment which may weigh up to fifty pounds. Frequently works early and late hours to meet timelines, provide off-hour upgrade and maintenance, and respond to emergency situations.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of two (2) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Some positions must successfully pass a criminal history check which may include national or state fingerprint records check.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an

acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

Edited: 10/19