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| Job Title | Software Application Developer I |
| Job Code | |
| Exempt Status | |
| Position Status | |
| EEO Classification | |

Job Summary

The Software Application Developer I, under direction, performs routine software development support functions.

Essential Duties and Responsibilities

- Confers with clients to define application requirements. Identifies programming and output needs.
- Verifies preliminary design and output, and recommends technical and procedural design for new or revised applications including flow charts, system specifications, programming guidelines, and code review.
- Reviews, modifies, and writes program code and job control language.
- Writes documentation of system procedures and guidelines for application users as well as for programs and program modifications.
- Assists with testing of complex programs, program modifications, or applications.
- Answers questions and provides technical assistance and training to application users. Resolves problems by reviewing and analyzing software documentation and production outputs to identify causes, solutions, and make appropriate referrals.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor’s degree in applicable field or equivalent combination of education and experience.

Experience – Two years of related experience.

Knowledge of – Knowledge of word processing and spreadsheet applications. Knowledge of intermediate troubleshooting, client relations, formulating and contributing ideas, and knowledge of the Information Technology Interface Library (ITIL).

Ability to – Ability to multitask and work cooperatively with others.

Licensing / Professional Certification – None.

Physical Requirements – None.

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

Supervision of Others

This position generally does not supervise employees.

Other Requirements