| CLASSIFICATION TITLE:<br>IT Developer/Integrator<br>(Applications) | JOB NUMBER:<br>7126 | AFFILIATION:<br>Unaffiliated<br>(Non-Union) |
|---|---|---|
| REPORTS TO:<br>IT Applications Supervisor | PAY GRADE:<br>22 | FLSA STATUS:<br>Exempt |

## GENERAL SUMMARY

Performs difficult skilled technical work designing, coding, testing and analyzing software programs, databases and applications, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the IT Applications Supervisor ("supervisor").

## CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

## ESSENTIAL JOB FUNCTIONS

*To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.*

- Plans, executes, and manages the integration of new applications into existing systems and software throughout the City.

- Works with the IT sub teams to address issues in program logic and the interoperability of new applications with existing systems software.

- Assists the IT Applications team with researching and documenting requirements of software users; Ensures that development and integration projects meet business requirements and goals, fulfills end-user requirements, and identifies and resolve problems.

- Authors, integrates, and codes software programs and applications consistently and according to specifications.

- Recommends, schedules, and performs/deploys software improvements and upgrades.

- Researches and makes recommendations on integration products and services in support of procurement and development efforts.

- Collaborates with the project teams in the testing of newly-integrated software programs and applications.

- Leads integration testing phase of software and applications under development in order to identify and remedy potential problem areas.

- Runs and monitors software performance tests on new and existing programs for the purpose of correcting errors, isolating areas for improvement, and general debugging.

## KNOWLEDGE, SKILLS AND ABILITIES

*The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.*

Knowledge of:
- City and department organization, operations, policies and objectives.
- Technical programming languages and frameworks, such as C#.Net, VB.Net, ASP.Net, and MVC.
- Local government industry and related applications preferred.
- Current web, mobile and other emerging technologies and architecture.
- Applicable data privacy practices and laws.
- Software development methodologies and the software development life cycle.
- Microsoft platforms and tools such as Power Automate, SharePoint Online, Power BI, Forms, Dynamics, and Purview.
- SQL databases, SQL scripting and reporting.
- Software troubleshooting.
- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Public speaking techniques.
- Technical aspects of field of specialty.

Skills and Abilities to:
- Learn, read, interpret, and apply and explain rules, regulations, policies and procedures.
- Maintain technical records and prepare detailed and statistical reports, dashboards, automated flows and jobs.
- Provide technical information and assistance.

- Work in integrated development environments.
- Work in enterprise-level applications design, configuration and integration.
- Oversee the linking of cross-functional applications between disparate business units and systems.
- Troubleshoot software.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, organize own work, set priorities, and meet schedules and timelines.
- Operate modern office equipment including computer equipment and specialized software application programs appropriate to assigned tasks.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

## SPECIAL REQUIREMENTS

- Obtain PMI – ACP Certification within two (2) years of hire and maintain throughout employment.
- Valid driver's license.

## EDUCATION AND EXPERIENCE

Bachelor's degree with coursework in information systems, or related field and one (1) year of experience modifying software programs and applications, or equivalent combination of education and experience.

## COMPETENCIES

### Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes

action to influence events, to improve own or organizational performance and to promote the goals of the organization.

- <u>Provide Excellent Customer Service:</u> Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- <u>Communicate Effectively:</u> Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- <u>Work Safely:</u> Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

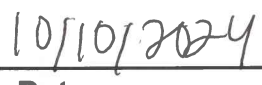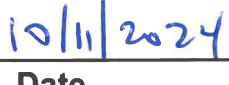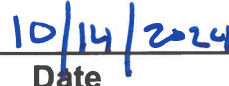## PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

*The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This work requires the regular and punctual attendance at the office or other assigned location; work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, using hands to finger, handle or feel and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

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**Authorization** *(for Archive)*

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.*

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<tr><td>**Human Resources Director**</td><td>10/10/2024<br>**Date**</td></tr>
<tr><td>**Department Head**</td><td>10/11/2024<br>**Date**</td></tr>
<tr><td>**City Manager or Authorized Designee**</td><td>10/14/2024<br>**Date**</td></tr>
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