



COUNTY OF YORK JOB DESCRIPTION
Software Engineer
Information Technology

Human Resources Department
120 Alexander Hamilton Blvd.
Yorktown, Va. 23690
Phone: 757-890-3687
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GENERAL STATEMENT OF JOB

Designs, modifies, develops, writes, and implements software programming applications. Supports and/or installs software applications/operating systems. Participates in the testing process through test review, analysis, test witnessing, and certification of software. Familiar with standard concepts, practices, and procedures within information technology. Relies on experience and judgement to plan and accomplish goals. Work is distinguished by a high level of technical competence and considerable independence of action required to accomplish program goals. A certain degree of creativity is required. Work is performed under the general supervision of the Deputy Director of Information Technology.

ESSENTIAL JOB FUNCTIONS

Job responsibilities may include any of the following, depending on the incumbent's functional assignment. This is not meant to be an exhaustive list of job functions, but a representative sample of the type and level of work that is expected in this position.

Design, analyze, program, test, and implement large and complex systems.

Under very limited supervision, responsible for planning, defining, developing, programming, and maintaining automatic data systems.

Serve as project leader and may coordinate the work of contractors in the evaluation of existing and proposed information technology applications, equipment, and techniques for applicability, reliability, flexibility, speed and cost.

Develop budget estimates for projects.

Applies effective database management practices and ensures system security safeguards.

Manage use and access to databases; confer with users to assure utility and functionality of database components; analyze and resolve system problems.

Responsible for custom reports and data extraction.

Maintain and modify existing applications.

ADDITIONAL JOB FUNCTIONS

Provide coordination of all database system development, integration, and maintenance.

Add new data and manipulate existing data in multiple work files; apply standards, procedures, commands and data dictionary terminology.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

Programming experience in Visual Basic and T-SQL preferred.

Ability to perform quality control and to counsel, supervise, and train assigned staff effectively and objectively.

Ability to troubleshoot system and end-user issues efficiently and effectively

Must have the ability to follow a methodical process for reviewing and testing new technology.

EDUCATION AND EXPERIENCE

Bachelor's degree in computer science, or related field; 3 years practical experience in software applications, programming and system design; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

SPECIAL REQUIREMENTS

Requires an acceptable criminal background investigation, including an acceptable applicant fingerprint check required by the FBI's Criminal Justice Information Services Security Policy. Requires a valid Commonwealth of Virginia operator's license.

PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, plotters, printers, copiers, facsimiles, etc. Must be able to lift and install computers and be able to lift and move components weighing up to 55 pounds as needed. Physical demand requirements are for those of Moderately Active Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments, or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, maps, articles, legal documents, software and hardware documentation, manuals schematics, etc. Requires the ability to prepare technical reports, memoranda, presentations, analyses, etc., using prescribed formats and conforming to the rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people or individuals with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret a variety of technical instructions in mathematical or diagrammatic form; and to deal with abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including cartography and computer science terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and understand and apply the theories of geometry and descriptive statistics and statistical references.

Form/Spatial Aptitude: Requires the ability to visualize physical structures; and to visualize how to divide complex-shaped patterns into sections.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using mapping and office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear.

Prepared by: _____

Date: _____

Approval: _____