City of Goodyear, Arizona

Job Title: ITS Application Developer

Department: Information and Technology Services

**Immediate
Supervisor:**   Applications and Business Manager

Origination Date:	**04/21/2004**
Revision Date:	**07/01/2012**
Job Grade	**607**
FLSA Status	**Exempt**

BRIEF DESCRIPTION OF THE JOB:

The ITS Application Developer is responsible for the development (configuration and programming activities), architectural design, administration and support of City business applications. Performs database design and integration, systems analysis, creates custom reports, and provides support and assistance for system users. Formulates and defines system scope and objectives to develop new or modify existing business applications. Designs, codes, tests, debug, and supports and maintains business applications and\or programs. Establishes and maintains effective vendor relationships to ensure continued support.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Performs design specification development, then analyzes specifications and instructions to develop appropriate systems and programs. Conducts research, evaluates feasibility then implements new features, upgrades and modifications to assigned application systems.
2	S	Develops software using object-oriented principals and programming techniques. Defines application program interfaces to various databases. Performs integrated database design and directs design of database structure.
3	S	Montiors applications system performance and recommends methods for improving efficiency through system and application design. Investigates, analyzes, and reviews performance problems and provides resolution using industry standard debugging methods.
4	S	Maintains security and integrity controls of the application system software tools and various databases, adds users to the applications and determines data ownership, access and modification rights.
5	S	Researches, analyzes and evaluates requests for new or improved software application functionality for websites and other applications with emphasis on business need and benefit. Designs web pages and applications, maintaining consistency with City standards and practices.
6	S	Evaluates workflow and methods, recommends and implements new ways to service the customers. Designs, develops, implements and maintains software applications utilizing established City standards and practices.

Physical Strength Code		ESSENTIAL FUNCTIONS
7	S	Makes oral and/or written presentations of system analysis, design and operational data in a clear, concise and non-technical manner. Establishes and maintains effective working relationships with co-workers, supervisors, managers, vendors and users. Listens and communicates effectively with a diverse group of people. Communicates with users orally, in person and on the telephone to solve concerns and recommend alternatives.
8	S	Works with Division Manager to develop and maintain active training plans to continually keep abreast of evolving technology and enhance skills in the areas of software development, project management, systems administration\maintenance, and customer relations. Performs other duties as assigned.
9	S	Installs, configures and maintains third party vendor software. Integrates purchased software with city infrastructure.

JOB REQUIREMENTS – All Positions	
Formal Education / Knowledge	Work requires specific knowledge in a technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Minimum of three years experience in software development, object oriented principals and programming techniques. Net, Java, HTML, XML application development, integration and design, SQL and Access databases (various versions), system analylsis and design, design specification development, MS Windows, UNIX and TECP/IP network environments,integration with various desktop and server applications including Microsoft Office, application debugging; identification and resolution of problems.
Certifications and Other Requirements	Valid Driver's License. Ability to meet the criminal background regulations mandated by the FBI CJIS Security Policy.
Reading	Ability to read technical instructions, technical specifications, trade magazines, responses to RFPs/RFQs, planning documents, policies/ procedures, and documents generated by staff at a high level of comprehension.
Math	Ability to perform math calculations at a college level including basic math, percentages, and algebra as well as formulas.
Writing	Ability to write interoffice memos, staff presentations, issue papers, planning documents, and requests for proposals. Many assignments require translation of technical terms into those that can be understood by non-technical staff.
Managerial	Job has no responsibility for the direction or supervision of others but may provide advice/direction to an employee with less experience/skill or tenure.
Policy / Decision Making	Significant - The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work, as well as decisions with more significant impacts, is typically reviewed prior to being finalized.
Budget Responsibility	Moderate - Supports the preparation of budget documents; may do research to justify data used in documents for a unit or division of a department. May recommend budget allocations. Often compiles data and/or enters or oversees data entry. May have responsibility for monitoring budget expenditures (typically non-discretionary expenditures).
Technical Skills	Comprehensive Application - Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs, solutions for highly complex issues, and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Interpersonal / Human Relations Skills	High - Interactions at this level usually impact the implementation of policies. Contacts may involve interpretation of how policies are implemented and may require discussion and the support of controversial positions or the negotiation of sensitive issues or important presentations. During interactions on policy implementation, contacts may also involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

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Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Making presentations ☒ Observing work site ☒ Observing work duties ☒ Communicating with co-workers	Pushing/ Pulling	☐ N ☐ R ☒ O ☐ F ☐ C	☒ File drawers ☒ Equipment ☒ Tables and chairs ☐ Hoses
Fine Dexterity	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Computer keyboard ☒ Telephone keypad ☒ Calculator ☐ Calibrating equipment	Climbing	☐ N ☒ R ☐ O ☐ F ☐ C	☐ Stairs ☐ Ladders ☐ Step stools ☒ Onto equipment
Walking	☐ N ☐ R ☐ O ☒ F ☐ C	☒ To other departments/offices ☒ Around work site	Vision	☐ N ☐ R ☐ O ☐ F ☒ C	☒ Reading ☒ Computer screen ☒ Driving ☒ Observing work site
Lifting	☐ N ☐ R ☒ O ☐ F ☐ C	☒ Supplies ☒ Equipment ☒ Files	Foot Controls	☐ N ☒ R ☐ O ☐ F ☐ C	☒ Driving ☐ Operating heavy equipment ☐ Operating Dictaphone
Carrying	☐ N ☐ R ☒ O ☐ F ☐ C	☒ Supplies ☒ Equipment ☒ Files	Balancing	☐ N ☒ R ☐ O ☐ F ☐ C	☒ On ladders ☒ On equipment ☒ On step stools
Sitting	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Desk work ☒ Meetings ☒ Driving	Bending	☐ N ☐ R ☒ O ☐ F ☐ C	☒ Filing in lower drawers ☒ Retrieving items from lower shelves/ground ☒ Making repairs
Reaching	☐ N ☒ R ☐ O ☐ F ☐ C	☒ For supplies ☒ For files	Crouching	☐ N ☒ R ☐ O ☐ F ☐ C	☐ Filing in lower drawers ☒ Retrieving items from lower shelves/ground
Handling	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Paperwork ☐ Monies	Hearing	☐ N ☐ R ☐ O ☐ F ☒ C	☒ Communicating via telephone/radio, to co-workers/public ☐ Listening to equipment
Kneeling	☐ N ☒ R ☐ O ☐ F ☐ C	☐ Filing in lower drawers ☒ Retrieving items from lower shelves/ground	Twisting	☐ N ☐ R ☒ O ☐ F ☐ C	☒ From computer to telephone ☒ Getting inside vehicle
Crawling	☐ N ☒ R ☐ O ☐ F ☐ C	☒ Under equipment ☐ Inside attics/pipes/ditches	Talking	☐ N ☐ R ☐ O ☐ F ☒ C	☒ Communicating via telephone/radio, to co-workers/public
Other		(Explain)			

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Physical Demands (continued)

Machines, Tools, Equipment and Work Aids:

Copy Machine, FAX, desktop and cell phones, projector.

Computer Equipment and Software:

Workstations, servers, switches, cables, printers, scanner.
Operation systems (Windows, Unix, OS400), business and enterprise applications, reporting/data conversation tools, development tools (MS Visual Studio), MS Office, Lotus Notes.

Environmental Factors:

Environmental Conditions	Never	Seasonally	Several Times Per Month	Several Times Per Week	Daily
Extreme temperature (heat, cold, extreme temp. changes from outside work)	☐	☒	☐	☐	☐
Wetness and/or humidity (bodily discomfort from moisture)	☒	☐	☐	☐	☐
Respiratory hazards (fumes, gases, chemicals, dust and dirt)	☐	☐	☒	☐	☐
Noise and vibration (sufficient to cause hearing loss)	☐	☐	☐	☒	☐
Physical hazards (high voltage, dangerous machinery, aggressive prisoners, patients – not customers)	☒	☐	☐	☐	☐

Health and Safety Conditions:

Health and Safety Conditions	N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
	Never occurs	Less than 1 hour per week	1/3 or more of the time	From 1/3 to 2/3 of the time	2/3 or more of the time
Mechanical hazards	☒	☐	☐	☐	☐
Chemical hazards	☒	☐	☐	☐	☐
Electrical hazards	☒	☐	☐	☐	☐
Fire hazards	☒	☐	☐	☐	☐
Explosives	☒	☐	☐	☐	☐
Communicable diseases	☒	☐	☐	☐	☐
Physical danger or abuse	☒	☐	☐	☐	☐
Other (specify)	☒	☐	☐	☐	☐

Primary Work Location:
☒ Office Environment
☐ Warehouse
☐ Shop
☐ Vehicle
☐ Recreation Centers/Neighborhood Centers
☐ Outdoors
☒ Other (Specify) Data Center

Protective Equipment Required:

N/a

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Job Demands

Overall Strength Demands:

Overall Strength Demands	
☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
☒ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	☒	☐	☐	☐
Emergency Situations	☐	☒	☐	☐
Frequent Change of Tasks	☒	☐	☐	☐
Irregular Schedule/Overtime	☐	☒	☐	☐
Performing Multiple Tasks Simultaneously	☒	☐	☐	☐
Working Closely with Others as Part of a Team	☒	☐	☐	☐
Tedious or Exacting Work	☒	☐	☐	☐
Noisy/Distracting Environment	☐	☒	☐	☐
Other (Describe below.)	☐	☐	☐	☐

EXPECTED BEHAVIOR:

Staff – Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture
Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk – uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable – submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible
- Support the City's values and mission
- Let common sense prevail
- Be visionary – anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

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SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

_____   _____

                  Signature of Employee   Date

_____   _____   _____

     Job Title of Supervisor   Signature of Supervisor   Date

_____   _____   _____

   Job Title of Department Director   Signature of Department Director   Date

Comments:_____

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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.