

# TAX COLLECTOR SOFTWARE DEVELOPER

Job Code	Pay Grade
23098	T-4

## Nature of Work

This is technical and analytical work requiring the analysis, design, programming, and implementation of information processing systems in conformance to an approved system design standard. Work also involves work as a software developer/analyst and web developer. Work also involves providing technical support to users of information systems, both internal and external and database administration. Responsibilities also includes applying research techniques and procedures in the development of user interfaces, scripts, and support in a multi-customer, multi-vendor and mission critical systems. Work requires a high degree of coordination with departments, independent judgment and initiative. Duties include all aspects of application development and support, concentrating on technically complex tasks.

## Minimum Qualification Requirements

- 6 years of experience as a software developer or computer programmer; or
- Bachelor's Degree with major course work in computer science, systems/programming, information technology or a related field and 2 years of experience as described above; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Performs systems analysis and programming tasks to maintain and control the use of computer systems software as a systems programmer.
- Provides maintenance and support for MS SharePoint, including support for web parts, workflows, sub sites, pages, security, lists and views.
- Maintains liaison between the organization and vendors and other County offices.
- Works closely with vendors to obtain and develop desired products. Gathers and disseminates necessary data and documents.
- Develops, maintains, and supports web-based applications (using C#.NET, HTML, ASPX, CSS, JQuery, JavaScript, APIs etc.) as needed.
- May supervise computer programmers or other systems analysts or serve as project leaders for particular systems projects.
- Writes and codes logical and physical database descriptions and specify identifiers of database to management system or direct others in coding descriptions.
- Provides technical guidance or support for the development or troubleshooting of systems.
- Designs, builds, and maintains web sites, using authoring or scripting languages, content creation tools, management tools, and digital media.
- Utilizes graphics skills to enhance web pages, or other digital media.
- Develops and maintains computerized record management systems to store and process data such as personnel activities and information, and to produce reports.
- Analyzes internal processes and recommend/implement procedure or program changes to improve operations.
- Performs annual reviews of accounting and system software
- Works with Custom Services team to resolve trouble tickets and mitigate development issues
- Performs related work as assigned or required.

# TAX COLLECTOR SOFTWARE DEVELOPER (continued)

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## Knowledge, Skills, and Abilities

- Knowledge of systems analysis, feasibility studies, and work flow diagrams.
- Knowledge of design procedures, techniques, and ability to design applications and user programs, documents, and forms.
- Knowledge of the operating characteristics, capabilities, and limitations of microcomputers, mainframe, communications, networking, operation and applications software, and systems.
- Knowledge of Microsoft Operating Systems.
- Knowledge of various programming languages, including C#.NET, VB, FoxPro, Java.
- Knowledge of Microsoft Products and Programs, including MS Office, SharePoint and Visio.
- Knowledge of relational databases such as SQL Server.
- Knowledge of research techniques, methods, and procedures.
- Knowledge of software and hardware troubleshooting and maintenance procedures.
- Ability to apply computer applications and software.
- Ability to comprehend complex technical information and communicate this information clearly both orally and in writing.
- Ability to utilize and develop application usages with software such as relational databases, desktop publishing, word processing, and spreadsheets.
- Ability to move to the various locations within and outside of the assigned department.

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Revised	EEOC Code	Overtime Code
10/17	Professionals	Classified/Excluded