



CCC Information Technology Solution Developer, Tech Lead

Category: Exempt
Pay Grade: 150
Job Code: 18462

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs responsible professional, technical and supervisory work involving the technical solution development and support of the Clerk of the Circuit Court and Comptroller. An employee in this classification analyzes, evaluates, recommends, design and develops technical solutions to problems and participates in implementing, supporting and documenting technical and business systems. The incumbent plans, organizes, coordinates and supervises a technical staff involved in technical support, hardware and software systems solutions and other forms of information processing. Additional duties may include network administration, user training, documentation, and report preparation. Work requires exercising independent judgment and the ability to deliver solutions to a wide range of administrative, technology, business, and organization issues or problems. Work is performed under the technical supervision of the Operations Department Head or designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Ensures defect free programming by testing and debugging using available/appropriate tools and participates in reviewing peer coding;
- Supports other members of the team in achieving project/business objectives and providing client services.
- Conducts program/system research, analysis, and problem resolution;
- Reviews business requirements, contributing to project plans, and developing quality solutions that adhere to Clerk's Technology SDLC and PMLC methodologies;
- Performs Quality Assurance procedures to deliver a high-quality solution;
- Performs systems research, logic designs and programming; prepares systems flow diagrams; develops record layouts; designs forms and specifications; develops systems procedures; prepares computer programs; designs systems enhancements;
- Performs systems evaluation, planning, deployment and support;
- Acts as technical coordinator for projects, ensures operation by training business personnel and provide system support;
- Manages, and performs daily activities and multiple complex projects under the discipline of defined departmental business processes;
- Prepares and takes responsibility for project plans/schedules, and outlines requirements, tasks, work assignments, resources and critical milestones;
- Takes ownership of complex cross-sectional problems and leads a team to resolution;
- Communicates effectively, both verbally and in writing, to peers, management and customers at various levels of the organization. Prepares and delivers presentations regularly to various audiences using clear, concise and effective communication.

QUALIFICATIONS

Education and Experience:

At least ten (10) years' experience with prior leadership or supervisor responsibility in the position's assigned subject matter areas and disciplines including both general knowledge and advanced expert proficiency in up to three (3) or more of the following areas: Oracle Enterprise Resource Planning (ERP) System, Oracle Enterprise Business Suite, Case Management System, Enterprise Content Management, Oracle Business Intelligence, Microsoft Business Intelligence Solutions, ETL Management, Hyperion (Planning and Budgeting), Middleware Management, Application Design, Application Development (Client/Server and Web), Database Administration, Quality Assurance, Project Management, Document Management, Collaboration tools Management, Process Improvement/Innovation Management, and Digital Systems Management; or Associate's degree in Management Information Systems, Computer Science, Information Technology, Engineering or related field and eight (8) years' experience as described above; or Bachelor's degree in Management Information Systems, Computer Science, Information Technology, Engineering or related field and six (6) years' experience as described above; or an equivalent combination of education, training, and/or experience as described above.

Special Qualifications (May be required depending on area of assignment):

- 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.
- Candidate to demonstrate competence and/or possess certifications in one or more IT functions.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Knowledge, Skills and Abilities:

- Knowledge of research techniques, methods and procedures to develop best practices and resolve technical issues;
- Knowledge of public administration practices and principles;
- Knowledge of analysis and research techniques, software development principles and techniques;
- Knowledge of seasoned solution developer with strong Microsoft Dot Net VB and C# and/or Oracle Application Development Framework (ADF), Oracle Forms and Reports 12i, Microsoft SSRS and SSIS/SSAS, OBIEE development;
- Knowledge and extensive experience working with Microsoft SQL Server 2008 R2 and up and Oracle databases;
- Knowledge in problem solving skills and strong analytical and attention to detail;
- Knowledge and experienced in the use of SDLC and PMLC methodologies;
- Ability to understand and acquire new technical skills;
- Ability to multi-task, and work effectively in a fast-paced team environment with minimal supervision;
- Ability to work effectively with others; self-motivated and a team player;
- Ability to be flexible and able to adapt to change easily;
- Ability to recommend changes to improve operational efficiencies;
- Ability to mentor teammates; lead teams, and facilitate groups to achieve success through others;
- Ability to prepare and deliver effective presentations at all levels of the organization;
- Ability to use diplomacy in dealing with difficult customers and delivery of services;
- Ability to communicate with tact, patience and courtesy at all levels of the organization;
- Ability to coach and/or lead team members as appropriate.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.

- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual acuity: Have close visual acuity such as color differentiation, depth perception, and adequate field vision.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is typically performed in a dynamic environment that requires sensitivity to changing goals, priorities, and needs.