

## Middletown, CT Job Description

<b>Classification Title</b>	Software Engineer
<b>Job Code</b>	
<b>Department</b>	IT
<b>Union Group</b>	Teamsters 671
<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	

### **PURPOSE OF POSITION**

The purpose of this position is to facilitate software application operations for the City ~~and support existing software systems. ,to act as a liaison between developers and departments where necessary and to protect organizational interest and ensure the quality of installations. Acts as project leader on all major application software installations. The position reports to the Director of Information Systems.~~

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- ~~Writes and modifies programs to satisfy department requests and contract requirements;~~ ~~modifies programs to keep them current~~
- ~~Administers payroll system. Prepares system for various special payrolls and situations. Diagnoses and resolves problems, which includes user errors, hardware problems or system/network issues.~~
- ~~Adjusts AUC Financial System to begin paying bills in new fiscal year. Maintains account security.~~
- ~~Monitors changes to state and federal tax laws and adjusts programs accordingly. Prepares files for reporting to state and federal governments. Balances data and changes formats, as needed.~~
- ~~Maintains various systems, which includes Dog Licensing System, Cost of Medical Benefits posting system and Payroll Lookup System.~~
- ~~Responds to issues with ADMIN-Based Systems or AUC Financial Systems. Works with ADMIN.INC to resolve problems or questions.~~
- ~~Develop, publish and implement test plans. Develops and ensures quality assurance standards. Defines and tracks quality assurance metrics. Defines and tracks ROI (return on investment) metrics~~

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- ~~• Directly collaborates with developers, consultants, and application quality assurance staff.~~
- ~~• Provides support for the selection, planning, scheduling and management of software applications for City departments.~~
- ~~• Meet with City personnel to identify areas for operational improvements through technology. Performs needs analysis to specifically identify issues or problems areas. Research possible options and recommend purchase or development of a technology solution.~~
- ~~• Communicates with City personnel to develop the application, the scope of software solutions and the expectations of final product. Manages complications and works to ensure best corrective course.~~
- ~~• Installation of developmental releases of software on workstations, review development progress and communicate results back to development staff. Plans installation strategies and manages environmental changes that impact the operation of the application.~~
- ~~• Works with developers and clients to develop user documentation, on-line help screens and process flow documents.~~
- ~~• Ensures appropriate training on applications.~~
- ~~• Reviews work of staff as necessary to ensure quality and adherence to departmental standards.~~
- ~~• Attends meetings with various internal/external groups as required.~~
- ~~• Assists in the selection of vendors to provide professional services.~~
- ~~• May assist in supervising of support staff. May fill in for the Director in his/her absence.~~
- Perform other related duties as assigned.

### MINIMUM JOB QUALIFICATIONS

#### Education and Experience

Bachelor's Degree and experience that utilizes skills of creative problem solving, sequential thinking and/or programming in any language. or higher in Computer

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~~Science, Software Engineering, MIS, or closely related field and six (6) years experience in Application Analysis, Development, and Implementation and/or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

Appropriate education substitutions can be made.

### Other

- ~~• A valid Connecticut Driver's License is required.~~

### PREFERRED QUALIFICATIONS

None.

### KNOWLEDGE, SKILLS, and ABILITIES

- ~~• Requires the a~~Ability to perform ~~mid-level~~mid-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework.  
~~Requires the a~~Ability to implement decisions based on such data, and oversee the execution of these decisions.
- ~~• Requires the ability to provide first line management. Ability to persuade, convince and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.~~Ability to program ADMINIS software language
- ~~• Requires the a~~Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as requests, technical publications and bulletins, plans, reports, documentation, agendas, policies, inventories, specifications, procedures and non-routine correspondence.
- ~~• Requires the ability to communicate orally and in writing with the Department Director, all City computer users, other department heads, public officials, consultants, vendors and colleagues.~~Knowledge of state and federal requirements
- ~~• Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions, algebra and descriptive statistics.~~
- ~~• Ability to R~~elate to and interact with a non-traditional and diverse student and employee population

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- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Organize large volumes of detailed data and information
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities

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- ~~Ability to S~~satisfyies the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

### PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, network servers and equipment, communications equipment, mainframe, computer systems, printers and peripherals, mechanical tools, diagnostic instruments, and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work but which may involve some lifting, carrying, pushing and pulling of objects weighing up to sixty pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

### WORKING CONDITIONS

*The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- ~~Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

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Position requires talking, hearing, seeing, grasping, standing, walking and repetitive motions.

*The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

<b>Date created:</b>	03/15/15
<b>Dates revised</b>	