Champaign County Job Description

Job Title: Business Applications Developer
Department: Information Technology
Reports to: Director of Information Technology
FLSA Status: Exempt
Grade Range: L*
Approved Date: May, 2011

SUMMARY Responsible for working with the IT Director in coordinating work plans for the IT Programming/Business Applications Positions. The primary focus is planning, organizing, and integration of all activities associated with the implementation of the County's business applications. The Business Applications Developer provides the coaching and training required to ensure that County technology users are receiving high levels of customer service.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provides day-to-day troubleshooting of user and applications.

Provides forward-looking vision when designing solutions to maintain flexibility, good exception management and future integration opportunities.

Provides consulting support on County-wide processes and systems issues and the review, acquisition, and implementation of new products available in the marketplace.

Reviews business requirements for multifunctional projects offering solutions to business needs and identifies operational inefficiencies, conflicting business practices and integration issues by suggesting alternative solutions.

Provides continuous feedback to County departments regarding the priorities and status of work being performed within specified areas.

Manages both large and small projects from start to finish, complying with project management best practices.

Documents system functions and processes and manages documentation library. Works with business groups to fill documentation gaps.

Manages and guides the testing of business applications using appropriate methodologies and tools to improve quality, flexibility, and efficiency.

Develops, delivers and maintains application training courses as applicable in support of County-wide training needs and initiatives.

SUPERVISORY RESPONSIBILITIES Assists the IT Director in providing work direction to; and may periodically supervise IT Programming/Business Applications Positions.

QUALIFICATIONS to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND/OR EXPERIENCE Bachelor's Degree (B.S./B.A.) in Data Processing or equivalent from a four-year college or technical school and 5-7 years of experience in government system design and programming. Requires knowledge and skill in current programming used by the County or equivalent combination of education and experience.

LANGUAGE SKILLS Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS to perform this job successfully, an individual should have knowledge of various programming languages, web design, and Office Administration software (Word, Excel, PowerPoint).

CERTIFICATES, LICENSES, REGISTRATION as required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand; and talk; or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office conditions. The noise level in the work environment is moderate.