

## **Champaign County Job Description**

**Job Title:** PC Applications Programmer

**Department:** County Clerk

**Reports to:** County Clerk

**FLSA Status:**

**Grade Range:**

**Approved Date:**

**SUMMARY** Responsible for the planning, design, and implementing of new County Clerk Voter Registration systems or changes in existing Clerk systems to support the Clerk's office. The position reports to the County Clerk.

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

Works with office staff by providing solutions to ensure all systems are in accordance with office plan, goals, and standards.

Reviews application technology incidents to ensure optimized service level is achieved. Coordinates, participates in, and manages the development and delivery of system creation and improvement.

Works with the office in the selection of new voting system software and hardware; performs comparative analysis between competing packages; recommends software and hardware acquisition.

Provides in-depth analysis for enhancements to new and existing systems; defines programming requirements, develops and revises standards for programming, documentation and quality control.

Develops and maintains the design of Clerk systems including screen design, reports and programs; participates in database design; writes and tests new applications.

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively to provide quality seamless customer service.

Works with Director of Training to conduct training of users and facilitate system improvements.

Develops and maintains the Clerk's database systems; recommends database backup and recovery plans; manages the database structure; performs configuration control.

**SUPERVISORY RESPONSIBILITIES** This job has no direct supervisory responsibilities.

**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.A.) from a four-year college or university and 7 years related experience and/or training; 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 work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**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 Database software; Design software; Project Management software; Spreadsheet software and Word Processing software.

**CERTIFICATES, LICENSES AND REGISTRATIONS** 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 regularly required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to talk; or hear. The employee is occasionally required to stand and walk. 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.