

Hillsboro School District 1J
Job Description
Specialist – Software Developer/Programmer II

IMMEDIATE SUPERVISOR Chief Technology Officer

GENERAL DUTIES

Primary responsibilities are to participate in the development of new software systems, maintain and enhance existing systems, and to provide expert, technical knowledge with regard to software development with emphasis on database design, development and maintenance.

ESSENTIAL REQUIREMENTS

- A. Bachelor of Science in Computer Science, Software Engineering or equivalent experience and training
- B. Expert knowledge and training with regard to all aspects of software development including analysis, design, programming, testing, security issues, implementation, documentation and user training
- C. Significant knowledge of the major hardware components, operating systems, and functions related to software development and maintenance including installation, configuration and troubleshooting
- D. Knowledge and experience with the major software systems, tools, databases, platforms, products and trends used in modern client/server development including PC, LAN, and server based systems
- E. Understanding and ability to program in RPG and CL
- F. Working knowledge and experience with development and maintenance and troubleshooting of WEB and INTERNET based software systems
- G. Basic knowledge of common database administration including installation, configuration, backup and recovery, and general troubleshooting
- H. Ability to learn and adapt to new database systems in a timely manner
- I. Ability to assist a certified Database Administrator or specialist with troubleshooting complex database malfunctions
- J. Ability to work under pressure, in teams or alone, with general or little supervision
- K. Ability to read and comprehend technical instructions, short correspondence, and memos
- L. Ability to write technical correspondence
- M. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization
- N. Ability to perform basic mathematical calculations with a high degree of accuracy
- O. Ability to apply common sense to carry out detailed but basic written or oral instructions
- P. Ability to deal with problems involving a few concrete variables in standardized situations
- Q. Ability to work collaboratively with co-workers. Good organization and math skills; ability to perform job and communicate in a noisy environment

- R. Ability to establish and maintain effective working relationships with staff and the community
- S. Ability to perform duties with awareness of all district requirements and Board of Education policies
- T. Ability to perform other duties regarding software systems, as assigned
- U. Valid Oregon drivers license and vehicle. Ability to drive to various client locations
- V. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- W. Maintain integrity of confidential information relating to students, staff, or district patrons
- X. The ability to work harmoniously with others.

ESSENTIAL RESPONSIBILITIES:

- A. Function as a technical expert for the development, maintenance, enhancements and support of new and existing software systems
- B. Function as a team member in the design, development and implementation of client/server software system
- C. Provide technical expert support for existing software/hardware systems. Recommend, design and implement modifications and enhancements to these existing systems
- D. Prepare and maintain technical documentation for all systems. Design the initial user training and help desk requirements
- E. Maintain current, up-to-date knowledge of software development issues, trends and tools
- F. Expert knowledge of database administration for the District's existing databases; MS, SQL, DB/2, and other complex file systems
- G. Expert knowledge in Java/C#, SQL and Visual Basic programming languages. RPG experience a plus
- H. Significant knowledge in Microsoft Operating Systems, UNIX and Linux
- I. Act as the technical resource with regard to database issues
- J. Responsible for the database security, optimization, installation and maintenance
- K. Cultivate and model a respectful working and learning environment

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day) O – Occasionally (.5 – 2.5 hrs per day)
 F – Frequently (2.5 – 5.5 hrs per day) C – Continually (5.5 – 8 hrs per day)
 NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary Standing		X			
Walking (level surface)			X		
Walking (uneven surface)		X			
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead		X			
Reaching extension		X			
Repetitive use arms					X
Repetitive use wrists					X
Repetitive use hands grasping					X
Repetitive use hands squeezing		X			
Fine manipulation				X	
Using foot control	X				
*Pushing/Pulling Maximum weight: 50 lbs.		X			
*Lifting/Carrying Maximum weight: 50 lbs.		X			

*Identify items typically moved: screens, computers, projectors

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor and work under direction of licensed staff
- E. Follow all District policies, work procedures, and reasonable requests by proper authority

F. Maintain the integrity of confidential information relating to a student, family, colleague, or District patron

EMPLOYEE STATEMENT

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

Employee Name (print)

Date

Employee Signature

Date

Pay Grade: Super/Tech Pay Grade E
Last Revised: June 2009