

**REGIONAL BUILDING DEPARTMENT**  
**Junior Software Developer**  
**Job Description**

**Job Title:** Junior Software Developer  
**Reports To:** IT Manager  
**Pay Scale:** \$25.00 - \$35.00 D.O.E.  
**Benefits:** Medical, dental, vision, paid vacation,  
retirement plan.

**Department:** 9812 IT  
**Classification:** Non-Exempt  
**Job Type:** Full Time

**Position Summary:**

Junior Software Developer will plan, design, develop code, and test new software applying the knowledge of programming techniques and computer systems. Junior Software Developer implements the designs by writing computer programs as well as update, maintain and repair existing programs. Work is performed under general direction of the IT Manager.

**Supervision of Others:** None

**Core Values:**

- Demonstrates ability to work under pressure with minimal supervision.
- Displays dependability through attendance, follow through and completion of tasks.
- Shows teamwork by cooperating with others, exhibiting a positive attitude and communicating openly, consistently and directly. Listens to others.
- Creates satisfied customers by providing exceptional customer service. Takes initiative and acts in a responsible manner. Shows flexibility within established parameters.

**Skills:**

- C# and VB
- ASP.NET Web Forms, MVC
- SQL Database
- HTML, CSS, and Java Script
- Responsive Web Design
- Web API or SOA Experience
- Linq to SQL
- Entity Framework
- Bootstrap, JQuery

**Secondary Skills:**

- Azure Cloud Services

**Essential Job Functions:**

- Plan, install and maintain large complex application software; provide technical assistance to system users in accordance with applicable information systems policies, procedures, methods and techniques.
- Design every component of a complex system including storage, business logic and user interface.
- Write programming code for Windows, websites and databases.
- Design software to run on a variety of form factors from large desktops to phones.
- Develop, install and maintain complex software applications; prepare and update user manuals and system documentation; evaluate new software and recommend changes as needed.
- Evaluate and assess client needs; recommend project priorities.
- Participate in evaluation and testing of system upgrades; applications; troubleshoot software related problems.
- Perform system maintenance activities; maintain system security; grant or revoke system access.
- Respond to requests from users regarding system operations; provide solutions to problems or refer users to appropriate staff. This will include supervisors, employees and the public.
- Coordinate and provide user training for applicable software applications; develop user training manuals and written standards and procedures; update and maintain user and training manuals as needed.

- Prepare project cost estimates and justification for new or enhanced system modifications; evaluate bids and make recommendations on vendor selection.
- Plan, design and implement application databases; maintain database security and user access; design, create and maintain physical objects including tables, files, libraries and indexes to support computer applications using database management systems; monitor database performance and troubleshoot problems.
- Stay abreast of new trends and innovations in the field of information technology.
- Perform related duties and responsibilities as required.

### **Qualifications:**

#### Knowledge of:

- Operations, services and activities of a comprehensive information technology program.
- Advanced programming techniques including integrated database management applications.
- Operational characteristics of computer information systems using a variety of platforms.
- Operational characteristics and capabilities of database management systems.
- Operational characteristics of a variety of computer hardware and software programs.
- Principles and procedures of quality assurance and security related to computer applications.
- Methods and techniques used in the installation, troubleshooting, upgrading and problem resolution of information systems.
- Methods and techniques of system design, programming and software installation.
- Principles and practices of computer science and information systems.

#### Ability to:

- Perform complex information systems design and analysis duties in support of a comprehensive information technology program.
- Design and develop a variety of computer systems and applications.
- Perform programming and database management duties.
- Install, test and configure hardware and software applications and programs.
- Establish and maintain effective working relationships with those contacted in the course of work. This will include immediate supervisor, supervisors of other departments, and regular employees.
- Work directly with the supervisor or employee who is either requesting a system change or having a technical problem. Not all requests will be filtered through a department supervisor.
- Help end users who are having problems with our software, including both employees and the public.
- Work alone for extended periods with minimal supervision; work as part of a team.
- Work with other members of the IT department to coordinate major system changes or upgrades.

### **Experience and Education:**

Three to five years of increasingly responsible information systems programming and analysis experience or Bachelor's degree from an accredited college or university with major course work in computer science, mathematics, information systems or a related field.

### **Physical Demands and Work Environment:**

The employee frequently is required to sit; stand; walk; stoop or kneel; crouch or crawl; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; for extended periods of time. May have to climb ladders or flights of stairs or crawl around in tight spaces. While performing the duties of this job, the employee is regularly required to talk or hear. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Office environment; exposure to computer screens.

**This job description is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position.**

### **Equal Employment Opportunity/Affirmative Action Statement:**

The Department is an Equal Employment Opportunity/Affirmative Action employer. The Department will not tolerate unlawful discrimination against any employee or applicant because of race, color, creed, national origin,

ancestry, sex, age, religion, disability, sexual orientation, genetic information, marital status, or retaliation for engaging in protected activity.

**Americans with Disabilities Act Compliance:**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, the Department will not discriminate against individuals with disabilities on the basis of disability in its services, programs, or activities. The ADA requires the Department to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**NOTE: A Board of Commissioners independently governs the Pikes Peak Regional Building Department.**

---

**Employee Signature**

---

**Review Date**

---

**Employee Print Name**