

# TAX COLLECTOR SOFTWARE DEVELOPER

| Job Code | Pay Grade |
|----------|-----------|
| 23098    | T-4       |

## Nature of Work

This is technical and analytical work requiring the analysis, design, programming, and implementation of information processing systems in conformance to an approved system design standard. Work also involves work as a software developer/analyst, web developer, and enterprise application developer.

## Minimum Qualification Requirements

- 6 years of experience in automated information systems or systems operations; or
- Associate's Degree and 4 years' experience as described above; or
- Bachelor's Degree with major course work in computer science, systems/programming, information technology or a related field and 2 years of experience as described above; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Performs systems analysis and programming tasks to maintain and control the use of computer systems software as a systems programmer.
- May supervise computer programmers or other systems analysts or serve as project leaders for particular systems projects.
- Writes and codes logical and physical database descriptions and specify identifiers of database to management system or direct others in coding descriptions.
- Provides technical guidance or support for the development or troubleshooting of systems.
- Designs, builds, and maintains web sites, using authoring or scripting languages, content creation tools, management tools, and digital media.
- Develops and maintains computerized record management systems to store and process data such as personnel activities and information, and to produce reports.
- Analyzes internal processes and recommend/implement procedure or program changes to improve operations.
- Performs annual reviews of accounting and system software
- Works with Help Desk to resolve trouble tickets and mitigate development issues
- Performs related work as assigned or required.

## Knowledge, Skills, and Abilities

- Knowledge of systems analysis, feasibility studies, and work flow diagrams.
- Knowledge of design procedures, techniques, and ability to design applications and user programs, documents, and forms.
- Knowledge of the operating characteristics, capabilities, and limitations of microcomputers, mainframe, communications, networking, operation and applications software, and systems.
- Knowledge of Microsoft NT Operating System (network & client), and Novell NetWare 4.0 with the ability to administer each as part of the Local and Wide Area Networks.
- Knowledge of various programming languages.
- Knowledge of Microsoft Products and Programs.
- Knowledge of relational databases such as Access, Informix, Oracle, and SQL Server.
- Knowledge of research techniques, methods, and procedures.

## TAX COLLECTOR SOFTWARE DEVELOPER (continued)

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### Knowledge, Skills, and Abilities (continued)

- Knowledge of software and hardware troubleshooting and maintenance procedures.
- Ability to apply computer applications and software.
- Ability to comprehend complex technical information and communicate this information clearly both orally and in writing.
- Ability to utilize and develop application usages with software such as relational databases, desktop publishing, word processing, and spreadsheets.
- Ability to move to the various locations within and outside of the assigned department.

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| Created | EEOC Code   | Overtime Code |
|---------|-------------|---------------|
| 11/16   | Technicians | Exempt        |