



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Software Engineer I**
Job Family: **Information Technology**
Prepared/Revised Date: **June 6, 2018**

FLSA Status: **Classified Exempt**
Pay Range: **IT90Y**
Job Code: **38101**

SUMMARY: Responsible for designing, developing, testing, troubleshooting, debugging, and implementing custom software applications and integrating third-party software in a relational database environment using industry standard development tools. Expected to follow established software development life cycle methodology and processes. Interacts on a regular basis with other functional groups and customers on technical and/or administrative matters. Participates in the formation of projects goals, scope and schedule.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Frequency of duties, percent of time and work year may vary based on department or building assignment.***

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Assist in the coding, testing, debugging, staging, and deploying District software and application integrations. Work in accordance with established software development life cycle to implement support, maintain, and enhance applications. Produce technical and end-user documentation and train District staff throughout the project lifecycle.	D	30%
2. Implement application specifications for software design and user interfaces collaborating with development team.	D	10%
3. Maintain, support, and identify areas of enhancement to production and legacy applications.	D	10%
4. Support District reporting functions by building and maintaining district reports. Perform advanced queries for District data requests.	D	10%
5. Lead, manage and prioritize assigned projects, actively participate on project teams and contribute to overall project team objectives; provide expertise, document processes. Track and manage changes.	D	10%
6. Work with customers to identify software deficiencies. Identify and implement solutions, or present alternative methods to meet customer needs.	D	6%
7. Follow and make modifications to test procedures, customize for individual applications, and identify areas of improvement.	D	5%
8. Follow and participate in generating and maintaining proper workflow that follows the development lifecycle to ensure projects are finished completely and timely.	D	5%
9. Use department and team resources to enhance code throughput, quality, efficiency, and collaboration.	D	5%
10. Participate in training opportunities in accordance with job related duties.	D	4%
11. Attend work and arrive in a timely manner.	D	1%
12. Perform other duties as assigned.	Ongoing	4%
	TOTAL =	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in computer science or computer information systems
- Four years of experience application development
- Experience with relational databases in a production environment
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Advanced math skills
- Interpersonal relations skills
- Strong customer service skills
- Organizational and time management skills
- Experience with current Object-oriented programming languages and scripting languages
- Experience using modern web development technologies and content management systems
- Experience working with source control systems
- Experience and knowledge relational databases, performing SQL queries
- Ability to produce complex reports using reporting software and business intelligence tools
- Familiarity with using different operating systems including Microsoft Windows and Unix based operating systems
- Ability to deploy web applications to web servers such as apache, IIS, nginx, etc.
- Familiarity with SQL Server Reporting Services/Microsoft Reporting Services, or equivalent
- Familiarity with Drupal/Drush, GIT, Linux
- Proficiency in .Net platform, web-based programming constructs and content management system methodologies
- Required programming skills include VB.NET, C#, ASP.NET, HTML, CSS, PHP, XML, JavaScript, Classic ASP, Drupal Management, Ajax, IIS Web Deployment
- Required applications skills include Visual Studio .NET, SQL Server, MySQL, Web service technology, Account Management / Security Authentication, Data Warehousing, and Business Intelligence Solutions
- Experience and knowledge of SQL, transact SQL, MYSQL
- Experience with Microsoft SQL Server Integration Services and SQL Server Analysis Services
- Knowledge and experience of the entire software development life cycle
- Understanding of relational database structure, normalization, and core database functionality
- Ability to capture and write data to database via web application
- Ability to adapt to rapidly changing environment that will include acquiring, understanding, and implementing new technologies
- Ability to do online research, read and understand trade and technical publications, and apply skills acquired through such research
- Ability to determine priorities, multi-task, meet deadlines, and research and apply new technologies as necessary
- Ability to write clear and accurate documentation at both the end-user and the technical levels
- Ability to maintain confidentiality in all aspects of the job
- Ability to participate and work in a team environment
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator



MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Advanced operating knowledge of and experience with personal computers, peripherals, and media equipment
- Advanced operating knowledge of and experience with office software
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit			x	
Use hands to finger, handle, or feel				x
Reach with hands and arms			x	
Climb or balance		x		
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				x
Up to 25 pounds			x	
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate			x	
Copy		x		
Coordinate			x	
Instruct			x	
Compute			x	
Synthesize			x	
Evaluate			x	
Interpersonal Skills			x	
Compile			x	
Negotiate		x		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions		x		
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock		x		
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	