SOFTWARE ENGINEER

GENERAL STATEMENT:
Develop and maintain information system software; design and maintain administrative computer system database.

REPORTS TO:
Director of ERP Programming

OCCUPATIONAL GROUP:
Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:
Bachelor's degree in Computer Science or a closely related field preferred. Associate degree with experience or no degree with considerable experience allowed.

LICENSE OR
CERTIFICATION:
None

EXPERIENCE:
Candidate should have a minimum of two (2) year's work experience in programming, database design, or a similar field.

OTHER:
- Must have excellent oral and written communication skills.
- Must demonstrate ability to establish and maintain an effective working relationship with College administration and staff.
- Skill in working in collaborative team-based environments.
- Should have proven knowledge of programming and of the capabilities and limitations of the Internet, the World Wide Web, HTML, XML, XSLT, CSS Javascript and digital image formats.
- Must have the ability to meet deadlines and provide quick turnaround on projects when necessary.
- Proficiency with Visual Studio, Microsoft SQL Enterprise Manager, Microsoft Office or other software development products is preferred.
- Should be proficient in some or all of the following development programming languages: COBOL, ASP, ASP.NET, VB Script, VB.Net, C#.Net, Linq and JavaScript.
- Should have full understanding of how to connect and interface with SQL, XML and DB/2 databases.
- Knowledge of SQL Reporting Services and Crystal Reports is preferred.
- Should be conversant in database development, relational database design and database protocols.

DUTIES AND RESPONSIBILITIES:

- Assist with analyzing, developing, and implementing the physical database design in support of the organization's administrative information technology requirements.
- Perform all phases of software development, including analysis, design, writing code, testing and implementation for applications.
- Design, develop and produce dynamic data-driven web projects following client requirements of program objective, input data and output requirements.
- Assist with the conversion of non-database environment to database environment, including programming changes needed to complete such conversion.
- Prepares reference for users by writing operating instructions as needed.
- Coordinate with administrative offices on any modifications to existing software or procedures.
- Write and maintain special purpose software in support of the organization's administrative information technology requirements.
- Assist with the web-enablement of legacy programs.
- Assist in the operation of the Administrative Computer Center as needed.

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- Produce and fine-tune HTML code for web sites to ensure college objectives are met, navigation and links are clean and site has graphic and user appeal.
- Designs, develops, maintains and supports interactive web applications.
- Other duties as assigned by the Associate Vice President of Information Technology or President.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

_____   _____

Employee's Signature   *Date*

_____   _____

Supervisor's Signature   *Date*

All TVCC positions are security sensitive and require a criminal background check.

Approved: 01/23/06   Revised: 4/8/15
JD625