



City of Brandon Job Description

Job Title:	Application Programmer		
Division:	Corporate Services		
Department:	Information Technology		
Section:	Information Technology	Affiliation:	CUPE
Reports To:	Manager of Information Technology	Status:	Permanent
Job Class:	Information Technologist	Level Cap:	3

DESCRIPTION

Reporting to the Manager of Information Technology, the Application Programmer is responsible for designing, developing and maintaining enterprise-scale applications.

The Application Programmer's role is to define, analyze, develop, test, and maintain software applications in support of the achievement of business requirements. This includes writing, coding, testing, and analyzing software programs and applications, designing, building, and implementing new Web based applications; integrating sites with back end applications; migrating legacy applications to new Web based applications; and performing day-to-day administration of the applications. Use of a variety of computer languages is required. The Application Programmer will also research, design, document, and modify software specifications in support of the business units. The developer also provides technical and customer support to users or other agencies.

RESPONSIBILITIES

- Designs, codes, tests, implements and maintains new and existing computer applications (web, intranet and desktop);
- Assist with formal analysis of user requirements with regard to new and existing systems, and provide appropriate design documentation;
- Ensure developed software is robust, performs as expected and meets the user's functional requirements;
- Ensure developed software has undergone unit and system testing prior to launch;
- Estimating the effort and time involved in the tasks that have been delegated to them;
- Operate proactively within an environment of closely managed projects, providing regular task updates;
- Liaise with partners in other City departments and vendors to ensure successful integration of content and/or systems;
- Works with users and others in the use and application of geographic information systems. Consults and coordinates applications for various user departments;
- Researches new programming methodologies and applications implemented by other cities and municipalities;
- Provides training to users as needed for software packages;
- Evaluates and recommends the acquisition of related software and hardware. Keeps informed of developments in software and hardware relevant to the possible applications;
- Perform other development activities as determined by the Manager of I.T.

NOTE: This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent

POSITION QUALIFICATIONS

KNOWLEDGE

- ASP.Net (C# or VB.NET);
- Microsoft Visual Studio 2012;
- SQL Server 2008 or 2012;
- Web services and IIS (Internet Information Services);
- SDLC management, designing, developing, testing and deploying solutions;
- UI design to address workflow ,accessibility and usability concerns;
- Agile development methodology or equivalent;
- City/business protocol used to manage situations effectively in all areas of the organization and in the community;
- Exceptional customer service practices;
- Knowledge of Microsoft development technologies would be an asset.

SKILLS

- Demonstrated information gathering skills used to find and identify essential information;
- Demonstrated initiative to independently plan, organize, and prioritize workload taking into consideration conflicting deadlines and multiple unrelated projects;
- Demonstrated oral including speaking effectively before groups of customers or employees, and written communication skills including routine reports and correspondence;
- Strong planning and organizational skills with a focus on quality orientation and high work standards;

ABILITIES

- Ability to exercise discretion and good judgement in providing information to internal or external customers in a courteous and tactful manner;
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form;
- Ability to read and interpret documents such as, technical, operating and maintenance instructions, and procedure manuals;
- Ability to resolve issues in a timely manner;
- Ability to work independently and as part of a team;
- Willingness to participate in continuous upgrading, training, and self development programs.

MANDATORY QUALIFICATIONS & EXPERIENCE

- Grade 12, G.E.D., or Mature High School Diploma;
- Certification from a recognized post-secondary technical training institute in computer programming;
- Sufficient experience in the information technology field to have demonstrated competence in related tasks.

NOTE: The qualifications are not intended to limit the opportunities for interested candidates but provide the candidates with an understanding of the level of expertise required in this position.

PHYSICAL CONDITIONS

The duties of this position are carried out in an office environment.

- Sits at a desk using keyboard and office equipment (daily);
- Uses fingers, hands, arms, shoulders to set up and manipulate computer components (daily);
- Walk, stand, kneel, crouch, or crawl in confined areas and climb to elevations to install wiring and computer components (occasionally);
- Operate a motor vehicle in all weather conditions (occasionally);
- Lift and/or move up to 50 lbs (occasionally).

PSYCHOLOGICAL/STRESS CONDITIONS

The work load and environment does not generally increase the employee's emotional or stress levels.

- Interruptions and requests from multiple areas (daily);
- Changing priorities and continuous demands (daily);
- Required to assess, learn, and apply new technologies and processes (frequently);
- Short periods of intense concentration while researching projects (occasionally);
- Deal with upset customers or employees on phone or in person (occasionally).

WORK CONDITIONS

This position requires working independently and as part of a team providing support to a variety of people.

- Wide variety of tasks requiring ability to manage multiple unrelated projects and make independent decisions (daily);
- Self motivated and quality driven to perform independent projects (daily);
- Work in a shared and consultative manner with other employees (daily).

NOTE: The conditions described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Director of Information Technology:

Human Resources:

Date:
