

JOB DESCRIPTION

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| JOB TITLE: COPOS Project Manager / Application Developer | | FLSA STATUS: Exempt |
| SUPERVISOR: As Directed | PAY GRADE: <i>Commensurate with education & experience</i> | SUPERVISOR RESPONSIBILITIES: No |

ESSENTIAL DUTIES:

1. Maintains comprehensive knowledge of the Community Organization Planning & Outcome System (COPOS) and the underlying system purposes, reporting principles, and system/user requirements.
2. Ensures COPOS meets or exceeds standards and specifications approved by the Pennsylvania Department of Community & Economic Development (DCED).
3. Analyzes COPOS; researches and recommends improvements; implements approved system changes in accordance with established timelines.
4. Responds to DCED's requests for COPOS data or information; modifies COPOS access and data as directed by DCED.
5. Create, refines, validates, and posts COPOS administrator and user manuals, printable forms, and detailed technical system documentation, including programming logic and flow charts.
6. Participates in COPOS-related workgroups, conference calls, meetings, etc.; assists with planning and organizing meeting.
7. Responds to COPOS questions and technical assistance requests; tracks and documents support cases.
8. Confers with COPOS users to gain an understanding of their perspectives and desired system modifications; analyzes user's feedback; recommends changes, including cost and timeline.
9. Develops and provides system training.
10. Creates, maintains, and improves dynamic, web-based applications which interface with relational databases; validates input.
11. Ensures reliable system access, security, and the capability to recover from system and data disasters; ensures the integrity, continuity, and protection of source code and data.
12. Conducts technology vulnerability assessments; identifies and reports risks to supervisor; assists with risk mitigation.
13. Creates and maintains electronic documents; assists with presentations.
14. Recommends technology policies, plans, and procedures.
15. Performs technology troubleshooting.
16. Maintains knowledge of current technologies.
17. Maintains detailed technology documentation, including a daily log of work performed; prepares time and budget estimates, invoices, and reports.

QUALIFICATIONS:

Special Licenses, Traits, Skills and/or Certifications: Enthusiastic, self-starter, quick learner; logical thinker; problem solver; researcher; resourceful and innovative; detail oriented; organized; capable of independent work and multitasking; excellent analytical, listening, interpersonal, and written/verbal communication skills.

Education and/or Experience: Bachelor's degree in Computer Science or related discipline; or an equivalent combination of education and experience.

Computer Skills: To perform this job successfully the following computer skills and knowledge are required: Object Oriented Programming; ASP.Net; Classic ASP; Visual Basic; JavaScript; Relational Database Management; Structured Query Language (SQL); Web Design; HyperText Markup Language (HTML); Internet Explorer; Microsoft Office Products; and Microsoft Windows Operating Systems.

PHYSICAL DEMANDS: The physical demands described are required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand and use hands to finger, handle, or feel. The employee is frequently required to walk. The employee is regularly required to sit, talk, and hear. The employee is occasionally required to smell, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 25 lbs. and occasionally lift and/or move up to 45 lbs.
- Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally exposed to work near moving mechanical parts, occasionally exposed to outdoor weather conditions, and occasionally exposed to risk of electrical shock.
- The noise level in the work environment is usually moderate.

WORK CONDITIONS: The work conditions for this job description are:

- Access to reliable transportation and travel are required to perform essential duties. Obtains and maintains the required motor vehicle liability insurance requirements, and an acceptable motor vehicle record.
- Maintains an acceptable child abuse history clearance, acceptable criminal record report, and negative drug and alcohol screening.
- Community Action, Inc. maintains an at-will policy of employment that means employment and compensation may be terminated with or without cause and with or without notice at any time at the option of either Community Action, Inc. or the employee.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

I CERTIFY I HAVE READ THIS JOB DESCRIPTION, IT HAS BEEN EXPLAINED TO ME, AND I UNDERSTAND MY DUTIES AND RESPONSIBILITIES. I UNDERSTAND COMMUNITY ACTION, INC. MAINTAINS AN AT-WILL POLICY OF EMPLOYMENT WHICH MEANS EMPLOYMENT AND COMPENSATION MAY BE TERMINATED WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE AT ANY TIME AT THE OPTION OF EITHER COMMUNITY ACTION, INC. OR ME AS AN EMPLOYEE.

Employee Signature

Date

Immediate Supervisor Signature

Date