County of
Henrico
Virginia

Human Resources Department
PO Box 90775
Henrico, VA 23273-0775
804-501-4628
FAX 804-501-5287

CLASS SPECIFICATION FOR:
IT Application Developer II

General Statement of Duties:
> Works with an application team and independently as assigned to develop, enhance and modify County-developed systems in web-based, client, window service and web service environments; performs moderately complex design, application and interface development, relational database design and development, object oriented programming, testing, configuration, modification, analysis and maintenance programming work on County-developed applications; performs related work as required.

Distinguishing Features of Class:
> An employee in this job classification works in the County's centralized IT Department as part of an application team and performs moderately complex design, development, testing, configuration, modification and maintenance programming work on County-developed systems, applications, tools, portals, web sites, reports, and other end user features and enhancements; and performs a variety of analytical and programming tasks to enhance and maintain County-developed software and systems of moderate complexity associated with underlying technologies such as client-server, services oriented, database, or web-based environments. Handles routine issues independently; complex issues are handled with guidance and supervision. Work is performed under the direction of the IT Manager.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):
- Proficiently preforms all the tasks, duties and responsibilities of the IT Application Developer I level as assigned;
- Performs moderately complex design, development, testing, configuration, modification and maintenance programming work on County-developed applications;
- Performs advanced design, development and maintenance work creating relational database objects using object oriented coding techniques;
- Performs a variety of analytical and programming tasks to develop, enhance, and maintain County-developed software and systems of moderate complexity associated with underlying technologies such as client-server, services oriented, database, or web-based environments;
- Works with procurement to analyze needs and interpret specifications and design modifications for average to moderately complex development;
- Interprets specifications, and translates them into design and code of moderate complexity;
- Designs and writes new programs from user requirements;
- Works with a development team performing a variety of moderately complex analytical and development tasks to develop, enhance and modify in-house systems in web-based, client, window service and web service environments;
- Independently detects, analyzes, and solves application related problems;
- Writes moderately complex applications using one or more currently used development tools/coding languages;
- Evaluates and debugs software systems;
- Designs and develops interfaces between application systems;
- Independently designs and develops small scale applications to meet department's operational needs and/to maximize operational efficiencies;
- Communicates and works with procurement users to resolve application-related problems;
- Monitors and evaluates efficiencies and/or effectiveness of applications and the underlying relational database structures;
- Defines and develops advanced reports and forms as specified by the procurement using a variety of reporting tools;
- Uses SQL to query and update tabular data in a relational database;
- Prepares/delivers training, procedural manual, testing requirements, and required documentation for system end users;
- Works in team environments;
- May assist with design of large scale applications;
- Creates and maintains accurate documentation, paper and electronic records including current work order system;
- Assists with special projects as assigned;
- Maintains an in-depth working knowledge of systems and applications as well as related hardware, software and peripherals used by the County and stays up-to-date with emerging technologies, systems, software and applications;

G.B.F.0061
Career Code:
Date of Last Revision: 1-Jun-2015

NOTE: This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification and is not intended to describe and does not necessarily list the essential job functions for a specific position in a job classification.

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CLASS SPECIFICATION FOR:

IT Application Developer II

- Attends all scheduled training and meetings;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Sound working application development and programming skills using one or more of the current or County utilized development tools/coding languages; strong analysis and design skills; strong interface development skills; sound working knowledge of relational database models and the tools used to design and create physical databases; strong SQL skills to query and update tabular data in a relational databases; sound knowledge with experience using one or more current programming tools including but not limited to .NET, PL/SQL, Javascript, HTML5, C Sharp, Visual Basic, Reporting tools, and business intelligence tools; sound working knowledge of object oriented programming; sound working knowledge and understanding of County's operational needs and end-users' needs related to County developed systems, applications and tools; strong computer skills with good problem solving/troubleshooting skills and the demonstrated ability to synthesize data provided by end users, identify technical issues, identify and implement appropriate resolution to solve a variety of technical issues; excellent interpersonal and communication skills with the ability to communicate technical information to non-technical audiences in user friendly language; ability to express ideas clearly and concisely, orally and in writing; ability to create and maintain accurate technical documentation; excellent interpersonal and communication skills with the ability to partner effectively and establish and maintain a good working relationship with IT staff and County staff; strong computer skills with ability to proficiently use computer and typical business software and applications as well as related peripherals and wireless devices; physical condition that permits the activities necessary in and inherent to the assigned duties such as manual dexterity; personal accountability including teamwork and establishing and maintaining positive relationships with IT staff and department staff Countywide; ability to work independently and recognize when to elevate issues for guidance or resolution; excellent customer service skills; tact; and courtesy. Must be able to positively and appropriately represent the County and IT Department with end users in various department Countywide. May occasionally require ability to work a flexible schedule or work at various locations Countywide as needed.

Minimum Education and Experience:

Education: Two-year degree in relevant IT field of study;
Experience: Two (2) years of relevant experience;
OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- May require a valid driver's license to provide support at various locations Countywide.

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