

EIGHTEENTH JUDICIAL CIRCUIT – POSITION DESCRIPTION

WORKING TITLE: **SOFTWARE DEVELOPER**

CLASS TITLE: **SENIOR INFORMATION SYSTEMS CONSULTANT**

WORKING TITLE: **SOFTWARE DEVELOPER**

POSITION #: **TBA**

CLASS CODE: **4050**

PAY GRADE: **95**

SUMMARY OF POSITION:

The essential function of the position within the organization is to manage development and implementation of software applications. related to remote operations during the COVID-19 pandemic. The position is responsible for staff supervision; planning; training; software application development, implementation and maintenance; provides assistance with technology acquisition, provides technical support to managers and end-users; attending committee meetings; and performing related administrative functions, including reporting. This position involves frequent development with JavaScript, PHP, JSON, NetBeans, MySQL, DNN, and occasional development for Microsoft technologies. The position works under general supervision independently developing work methods and sequences.

DISTINGUISHING CHARACTERISTICS OF WORK:

Interacts with staff through the process of planning, designing, creating, implementing and maintaining software applications to enhance the technology and application requirements of the Courts System.

Interacts with technology committees and senior management to develop short and long range technology plans; oversees implementation of plans to ensure adherence to organizational standards, policy and procedures, and to make adjustments as needed.

Serves as information resource and provides technical support to other managers and application end-users to facilitate optimal utilization of System software capabilities.

Develops policies and procedures in consultation with senior management to ensure efficient and economical departmental operations; evaluates results to ensure compliance and to identify deficiencies. Ensures compliance with applicable policies, procedures, regulations and laws in the performance of technical tasks.

Sets up and maintains record systems; processes daily paperwork such as reports, memoranda, requisitions or personnel information.

Gathers information/data to support periodic and special reports documenting activities for the area of responsibility.

Adheres to an ensures staff adheres to Information Systems Development Methodology (ISDM), Project Management documentation requirements as adopted by ISS and ISS information technology standards when developing.

Ensures that design and implementation procedures make use of appropriate information engineering principles under the ITIL framework as adopted by ISS, including ISS production Change Management, Release Management and Service Management.

Manages administrative tasks, such as conducting special studies, preparing routine or special reports, preparing periodic employee performance evaluations, or providing for staff technical or professional growth.

Attends and/or conducts staff and other professional meetings and conferences to exchange information; attends technical or professional seminars or conferences to improve professional skills. Perfects skills in the use of application and database development tools.

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KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of computer processing equipment for business, technical and statistical processing, software applications, operating systems, and the ability to plan, develop, implement, and evaluate computer and communication technologies, operations, and services, for a trial court.
- Thorough knowledge of information research techniques and available resources.
- Established proficiency of programming languages
- Considerable knowledge of Microsoft Teams video conferencing system.
- Ability to conceptualize the flow of data through the system and deal with abstractions to develop multiple sequences of operations.
- Working knowledge of the Florida State Courts System, specifically the Trial Courts.
- Ability to meet with users and ascertain other's needs.
- Ability to interface complex systems accurately and independently.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with technology staff, as well as other court personnel.

EDUCATION AND TRAINING GUIDELINES:

Graduation from an accredited four year college or university with a bachelor's degree in information technology, computer science, management information systems, business management, engineering or a closely related field. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Eight years of related experience. Additional relevant education may substitute for the recommended experience on a year-for-year basis.

PREFERRED QUALIFICATIONS:

Direct working knowledge and comprehension of the following:

- OS: Linux (preferability Ubuntu)
- Webserver: Apache2.x
- Databases: MySQL, MS-SQL
- Source Repositories: Git
- IDE: NetBean or PHPStorm
- Technologies: HTML, CSS, PHP, Perl, Javascript, XML, JSON, AJAX, SOAP, REST, Unix Shell Scripting, SharePoint Online, Microsoft Power Platform, MS Cloud Suite

SALARY SCHEDULE:

EFFECTIVE DATE: **07-01-2019**

PAY GRADE	FLSA	MONTHLY MINIMUM	MONTHLY MAXIMUM	ANNUAL MINIMUM	ANNUAL MAXIMUM
95	Excluded	\$ 6,602.31	\$ 11,884.16	\$ 79,227.70	\$ 142,609.86

Per the February 2, 2021 (Revised) Budget and Pay Administration Memorandum from Florida Supreme Court Chief Justice Charles T. Canady, all appointment rates, including re-employed retirees, must be at the minimum of the pay range.

18TH CIR - POSITION DESCRIPTION EFFECTIVE DATE: MARCH 2021

OSCA CLASS SPEC REVISION DATE: APRIL 2009