Job Class Code: 1700	**FLSA Status: Non-Exempt**
Pay Basis: Salary (Annual)	**EEO Category: 3**

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to develop computer applications to support City business processes. The class is responsible for applications development, installation, modification, training, user assistance, and related administrative duties. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS
- May supervise others including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.   - Monitors and researches trends and new technologies in computer applications and conducts client needs analysis to identify deficiencies and recommend solutions to client problems or needs.   - Develops new computer applications or modifies existing programs to meet identified client needs.   - Coordinates with outside agencies for assistance or acquisitions of new systems; may coordinate with vendors and suppliers of software or hardware.   - Debugs and installs new or modified client computer applications and provides orientation and ongoing training for system users.   - Debugs and installs new or modified client computer applications and provides orientation and ongoing training for system users.   - Provides ongoing client computer system support by solving user problems and assisting with applications and hardware difficulties.   - Maintains applications documentation and configuration control.   - Performs administrative functions such as maintaining records, assisting with budgets and monitoring expenditures, compiling and preparing routine or special reports or studies, and other related tasks.   - Attends or conducts staff or training meetings to exchange information; attends, and may schedule others to attend in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills.

GENERAL STANDARDS	
Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
Involvement with Things	Leads others in operating complex equipment that requires extended training and experience such as complex computer systems, software used for programming custom applications, and the application of custom or commercial financial, accounting, administrative, legal, medical, dental, scientific, or other complex software or systems; may involve installation and testing.

Reasoning Requirements	Performs coordinating work involving guidelines and rules but solves problems constantly.
Mathematical Requirements	Uses basic algebra involving variables and formulas and computes discounts, interest rates, ratios, and percent's.
Language Requirements	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style; presents training programs
Mental Requirements	Performs specialized technical and professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, clients, coworkers, and others that depend on the service or product.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS	
Vocational/Educational Requirement	Requires any combination of education and experience equivalent to an associate's degree in computer programming, computer systems science, or a closely related field.
Experience	Requires over two years and up to and including four years.
Special Certifications and Licenses	None.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

ADA REQUIREMENTS
The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

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, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 07/16/2020