



THE HONORABLE
GWEN MARSHALL

CLERK OF THE CIRCUIT COURT AND COMPTROLLER

CLERK OF COURTS • COUNTY COMPTROLLER • AUDITOR • TREASURER • RECORDER

HUMAN RESOURCES DIVISION

Job Announcement

APPLICATION DEADLINE – OPEN UNTIL FILLED

Job Title: Application Software Developer

Position Number: 024003

Division/department: CIS

Pay Grade: 81

Pay Range: \$53, 38.93 - \$83, 1118.34 (Exempt)

DESCRIPTION:

The Application Software Developer provides systems analysis, programming, and technical support for the Banner Finance and Human Resource modules, related applications, and integrations into third party systems. Additionally, this position serves as a key role in providing support and technical expertise with custom application development, including the conversion of in-house developed applications to current technical methodologies. The Leon County Clerk of Circuit Court and Comptroller is currently seeking an Application Software Developer to interact with customers and other consultants to translate business requirements into technical specifications for conversions, reporting, interfaces, and customizations. This individual will have the opportunity to define, develop, test, analyze, and maintain the Ellucian applications in support of the achievement of business requirements.

DUTIES AND RESPONSIBILITIES:

- Banner software maintenance, working with IT teams and user community, coordination and testing upgrades, patches and maintenance of web.
- Participate in the gathering and review of business processes, design analysis, project planning, implementation, documentation, thorough testing and training of end users.
- Work closely with the County MIS for requirements to Banner audit rules using Surecode.
- Respond to user inquiries about Banner, including data flow, entries and system activity.
- Provide training as new software functionality is introduced.
- Participate in peer reviews, staff meetings, standards definition and process improvement.
- Participate in fit gap and prototyping sessions, configuring systems, testing configurations, setting up tables, importing and exporting data and resolving issues.
- Write queries or design and produce reports which support the finance and human resources departments.
- Troubleshoot and analyze system issues, thinking 'outside' the box ability to develop and test various business process scenarios.
- Analyze data to ensure accurate reporting. Maintain, regularly review, update and grow an inventory of legacy reports, system delivered reports and customized reports.
- Complete tasks as assigned to support the implementation of new technologies.
- Train department staff and create and update training documentation in the use of various technologies.

WWW.CLERK.LEON.FL.US

PHONE: 850.606.4010 • FAX: 850.606.4173 • 301 SOUTH MONROE STREET, #100 • TALLAHASSEE, FLORIDA 32301
LOCATED IN SUITE: #780, COURTHOUSE ANNEX, 315 SOUTH CALHOUN STREET

(DUTIES AND RESPONSIBILITIES CONTINUED)

- Evaluate the need for and appropriately recommend future system enhancements and additional functionality.
- Maintains integrity and confidentiality in instructional and program operations.
- Establishes and maintains effective communication and cooperative working relationships with internal and external partners to accomplish the objectives of the both the Clerk and County Administration.
- Ensure accuracy in maintaining data base, financial and associated records.
- Perform other related duties as assigned.

PRIMARY RESPONSIBILITIES:

- Provides end-to-end project management throughout the lifecycle of a project by directing the efforts of project team(s) using dotted-line authority to deliver a completed product and/or service.
- Provide technical guidance and explain advanced concepts to others in work area, mentor others in department, and coordinate across multiple departments.
- Solves unique problems through evaluative judgment and precedent, independently applies sophisticated analysis in evaluating issues and develops new concepts, methods and techniques for cross-functional initiatives, and recognize and pursue alternative methods.
- Assists user in defining and creating reports, troubleshoot user problems guided by department goals and objectives, exercise latitude in determining objectives and approaches to projects, and leads multiple projects of small to medium size and technical breadth.
- Researches and monitor advances in information systems management and provide recommendations for Banner information system usage and improvements.
- Act as project liaison between IT partners, client organizations and IT leadership.
- Coordinates and/or implement interfaces to external systems and software.
- These responsibilities are not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related duties as requested by the supervisor, subject to reasonable accommodation.

EDUCATION:

Bachelor's degree in Computer Science, Information Systems or related field and 3 years of programming experience or an Associate's Degree in computer science or related field and 5 years programming experience. Preparation for a relevant IT certification is considered to be related training.

MINIMUM EXPERIENCE:

- Two years of experience with functional support or advanced user in a Banner environment.
- 3+ years of experience and expert technical programming knowledge of at least one of the following Banner modules: Finance, Human Resources/Payroll, Student or Financial Aid.
- 3+ years of advanced programming experience with: SQL-Developer, working experience with SQL a must, working experience with Oracle database, working experience with Banner Data element, data structures and the Entity relationship model.

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PREFERRED EXPERIENCE:

- Experience with Banner 9 Extensibility Tools.
- Experience with Banner Workflow, Evisions IntellectCheck and FormFusion, eInvoice, eProcurement, Oracle RDBMS , MSSQL T- SQL , Git, Linux command line, shell scripts.
- Experience working with an authentication technology such as Central Authentication Service (CAS) and/or Active Directory.
- Experience with ASP . NET , VB. NET , C#, Groovy on Grails languages.
- Experience with MS Visual Studio.
- Experience with HTML5, CSS , JavaScript frameworks such as JQuery or AJAX , Web Services and APIs.
- Experience implementing, supporting and integrating ERP systems.
- Experience managing technical projects under minimal supervision.
- Experience in an educational environment implementing and adapting to changing technologies.

PREFERRED QUALIFICATIONS:

- Knowledge of the technology and tools used for extending Banner 9 Administrative Applications is a plus.
- Knowledge of Evisions Argos Enterprise Reporting is a plus.
- Form Fusion knowledge is a plus.
- Knowledge of the Banner 9 application extension methodology and process is desirable.

KNOWLEDGE, SKILL, AND ABILITIES:

- Demonstrated experience in programming and technical support for Ellucian Banner including Finance and self-service modules in an Oracle database environment.
- Demonstrated ability to successfully migrate legacy applications to meet current technologies and standards in an enterprise environment.
- Demonstrated ability to develop and implement interfaces between Banner and third party systems.
- Extensive knowledge required in the use of SQL , PL/ SQL , Oracle, Perl, Windows and Linux.
- Demonstrated ability in developing and maintaining successful, collaborative partnerships with technical staff, external and internal.
- Ability to translate advanced technical issues into understandable terms for non-technical functional users.
- Ability to conform to shifting priorities, demands and timelines and to balance multiple projects and tasks concurrently.
- Skilled in data management best practices, follow defined change management processes and policies and ensure data integrity for all systems.
- Strong analytical and assessment skills.
- Advanced project management skills to support complex projects.
- Strong communication and training skills.
- Ability to analyze and resolve problems in a technically complex environment.

COMPENSATION AND BENEFITS:

This position receives base salary plus benefits for an exempt position. This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow and perform any other job-related instructions requested by any person authorized to give instructions or assignments.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship. All employees may be given duties not specifically listed in this document. Regular attendance is a requirement of the position.

How to Apply / Contact

Applicants must use the Leon County Clerk of Courts and Comptroller Employment Application form available at the following link: <https://cvweb.clerk.leon.fl.us/public/login.asp>. You may choose to download the application form from the website or complete the application form online and submit it via e-mail. Applications will remain active for a period of six (6) months from the date received.

Completed applications and resumes may be submitted via online electronic application, by mail, in person, or by fax.

If submitting forms by paper, please mail or deliver applications to:

Leon County Clerk of the Circuit Court and Comptroller
Attn: Human Resources Division
301 S. MONROE STREET, #100
Tallahassee FL 32301

If submitting the application form and resume by fax, please transmit to: **850-606-4173**

Should you have questions and or concerns, you may contact the Human Resources Manager, Mr. Lorenzo Howard by voice at (850) 606-4017 or e-mail: llhoward@leoncountyfl.gov