SOFTWARE DEVELOPER I
POSITION DESCRIPTION

DATE:	May 3, 2023
DIVISION / DEPARTMENT	INFORMATION SYSTEMS / SOFTWARE DEVELOPER I
POSITION TYPE:	REGULAR/FULL TIME.
FLSA CLASSIFICATION:	EXEMPT
JOB LOCATION:	ORLANDO, FL
APPLICATION DEADLINE:	OPEN UNTIL FILLED

POSITION SUMMARY

The Software Developer I is responsible for assisting the Programming team in the development, documentation, debugging, and maintenance of databases and software application technologies for the Supervisor of Elections (SOE) information systems.

The Software Developer I report to the Assistant Director, Information Technology. Performance is reviewed through observations, work performance, reports, and achievement of desired results.

SKILLS AND QUALIFICATIONS

REQUIRED:

- Associate's Degree in Information Systems, Software Development, Computer Science or related field.
- Proven knowledge of basic coding languages such as C#, Python, JavaScript, and VB.NET.
- Understanding of relational databases, both on-premises and in cloud environments.
- Understanding of Continuous Integration and Continuous Deployment pipelines.
- Understanding of Software Development Lifecycle (SDLC).
- Proficiency using Microsoft Office products.
- Ability to analyze and solve system issues and communicate quickly and effectively to end-users, management, and Information Systems employees.
- Ability to quickly understand existing code and enhance and build on existing architecture.
- Ability to work in a collaborative team environment that spans multiple departments.
- Valid driver license and driving history that meets SOE driving standards – Successful completion of the Orange County Defensive Driving Course.

PREFERRED:

- Bachelor's Degree in Information Systems, Software Development, Computer Science or related field.
- Experience with databases (Oracle or SQL) and data structures.
- Experience with Web Development and best practices.
- Prior work experience in a position with rapidly changing priorities and deadlines.
- Past position working with projects from conception to deployment with high degree of accuracy and attention to detail.
- Three to Four years of experience with C#/.NET, VB.Net, JavaScript, and Python programming languages.
- Knowledge of Voter Focus application suite.

POSITION FUNCTIONS AND DUTIES

- Works closely with Programming department to develop, enhance, install, and test well-designed, efficient, computer software applications based on specifications, using best software development practices.
- Participates in the design, development, and maintenance of information systems & reports using Visual Studio, SQL Server, Toad, Oracle, Crystal Reports, Tableau, and other 3rd party tools.

- Assists in the development, management, optimization, and maintenance of SQL and Oracle databases.
- Provide support for departments through research, analysis, testing, documentation, and training of information system functions in a timely matter.
- Improve functionality, security, standards, and performance of databases and in-house software applications.
- Assist IS staff with resolutions for department and end-users' technical problems.
- Remain current on emerging technology that may benefit the SOE systems and users; participate in new development, enhancement, and maintenance of systems.
- Assist Assistant Director, Information Technology with any special projects as directed.
- Ability to support and perform team member's duties as needed.
- Perform all other duties as assigned.

WORKING CONDITIONS

The majority of the work is performed indoors, in an air-conditioned office seated at a desk facing a computer screen. Requires contact with management, co-workers, and other internal personnel of the SOE to provide support with systems administration tasks.

This position requires full-time hours within a scheduled workweek, in addition to extended workdays and weekend work as needed, during election events, sometimes with little or no advance notice.

SPECIAL EQUIPMENT

Must possess working knowledge of office machines, equipment, and tools including, but not limited to: Multi-line phone system, computers, laptops, tablets, iPads, scanners, modems, printers, election equipment, and company vehicles.

PHYSICAL AND MENTAL DEMANDS

Requirements and Frequency		
Occasional Demands (1-33%)	Frequent Demands (34-66%)	Constant Demands (67-100%)
Driving	Bending	Repetitive Wrist Motion
Pulling	Pushing	Hand-Eye Coordination
Carrying	Moderate Lifting (up to 50 lbs.)	Standing
Climbing	Focus for Extending Periods	Reaching
	Sitting	Walking
	Grasping	Reading
	Twisting	Problem-Solving
		Comprehending
		Decision Making

DISCLAIMER

This is a general overview of this position. The Orange County Supervisor of Elections reserves the right to change, alter or void all or any part of this position overview, at any time, with or without notice.

AT WILL STATEMENT

Employment at the Orange County Supervisor of Elections Office is on an "at-will" basis. It may be terminated at any time, with or without cause, by either the employee or employer. It is not guaranteed, contracted, or promised for any length of time. No person other than the Orange County Supervisor of Elections has the authority to alter the at-will status of your employment or to enter into any employment contract with you. The Orange County Supervisor of Elections reserves the right to change, amend or revoke rates of pay, terms, and conditions of your employment and job offers at any time.

HOW TO APPLY

Email applications to: recruiter@ocfelections.gov
Mail application to:
Orange County Supervisor of Elections
Attention: Human Resources
PO Box 562001 Orlando, Florida 32856