

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: SOFTWARE DESIGN SPECIALIST I**

---

### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to design, modify, develop, write, and implement software-programming solutions in coordination with the data processing needs of county departments. This position will focus on database administration, support (including design, development and installation), development for a wide variety of Visual Basic (VB) custom applications, support for all SQL servers, and provide user administration, back-up/ restoration, and disaster recovery for county employees. Reports to Director of Information Technology.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Performs needs assessments relating to specific projects to ensure efficient and effective software modifications or development / design; evaluates scope of projects to determine requirements for internal support and/or outsourcing to external service providers; makes recommendations to director for improvements.

Designs and implements computer applications in a variety of languages including VB, VBA, and SQL.

Designs, builds, verifies, validates, and documents software for both new and existing software products.

Measures and monitors new software performance to identify problems quickly and get them resolved. Includes conferring with users to gain understanding of needed changes or modifications of existing programs.

Maintains a broad knowledge of state of the art technology including computer operating systems, programming languages, and software programs, which may include Visual Basic, SQL scripting, Crystal Reports, word processing, spreadsheet, database, desktop publishing, networking, communications, diagnostic, Internet, database platforms, or other programs.

Develops time-saving enhancements to frequently performed operations for use by other departments; develops RFP's as needed.

Develops web pages for collecting, storing, and developing data.

Provides on-call support and problem resolution for computer applications. Coordinates with network, desktop support, and help desk personnel to resolve system problems; acts as technical liaison between department and vendor.

Provides training, information, and technical assistance to users regarding computer operations, procedures, problems, program operations, software functions, and other related issues; assists other agencies with computer-related requests.

Maintains appropriate written documentation to allow other programmers to keep systems operational in the absence of the original programmer.

## **Rutherford County, Tennessee • Software Design Specialist I**

---

Prepares or completes various forms, reports, correspondence, project design schedules, statistical reports, presentations, spreadsheets, or other documents.

Receives various forms, reports, correspondence, change requests, computer documentation, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisor, employees, other departments, system users, vendors, service representatives, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains an understanding of the functions and documentation of specific county departments to provide necessary support for computer systems, programs, and functions.

Maintains an awareness of new technologies, programs, equipment, trends, and advances in the profession; reads professional manuals and publications to increase knowledge of computer operations; reviews technical manuals, documentation, and publications; attends workshops and training sessions as appropriate.

### **ADDITIONAL FUNCTIONS**

Coordinates in-service training for end-users of developed projects.

Compiles data and prepares reports as requested.

Provides backup coverage or assistance to other employees as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Computer Science, Management Information Systems, or closely related field; MS Certified Professional is preferred supplemented by two (2) years previous experience and/or training that includes database design/programming using Visual Basic code and/or SQL; hardware/software support, computer operations and maintenance, and user training; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

**ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS**

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as machinery or electric currents.

**PHYSICAL DEMANDS ANALYSIS**

**1. STANDING AND WALKING**

**Tasks:** Walking to and standing at user stations.

**Surface:** Tile Floor

**Estimated Total Hours:**   1   **Maximum Continuous Time:**   1  

**2. SITTING**

**Estimated Total Hours:**  6.5  **Maximum Continuous Time:**   3  

**3. LIFTING/CARRYING**

**Objects:**

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs				X	
11-25 lbs					X
26-50 lbs					X
51-75 lbs					X
76-100lbs					X
>100 lbs					X

**4. BENDING/SQUATTING/KNEELING**

**Tasks:** Working on computer underneath desk

**Frequency:** Occasional

**5. WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise	X	
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges	X	
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	100 % of the time
Outside	0 % of the time

**6. OTHER JOB DEMANDS:**

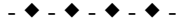
Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting		X
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

**7. LIST TOOLS, EQUIPMENT AND MATERIALS USED:**

Computer, keyboard, mouse, printer, scanner, monitor, telephone, notepad, writing instruments, and manuals.

**8. HAND USE:**

Type of Use	Yes	No	Frequency
Keystrokes	X		Very Frequently
Grasp	X		Very Frequently
Fine Motor i.e.: writing, twisting hands or wrist, etc	X		Very Frequently



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date