

Position Title: Software Engineer

Date Revised: 01/28/08

Description:

The Software Engineer's role is to design, execute, assess, and troubleshoot software programs and applications. This includes configuring, coding, developing, and documenting software specifications throughout the project life cycle. The Software Engineer will also oversee system startups in a timely and accurate fashion, and provide support to other departments where required.

Responsibilities:

- Collaborate with analysts and designers in the development and initiation of new software programs and applications.
- Research, document, and implement program requirements and specifications.
- Consistently write, translate, and code software programs and applications according to specifications.
- Oversee the quality assurance of program logic, data processing, and error resolution.
- Run and monitor performance tests on new and existing software for the purposes of correcting mistakes, isolating areas for improvement, and general debugging.
- Administer diagnostic analysis of test results and deliver solutions to critical areas.
- Develop an awareness of programming and design alternatives.
- Cultivate and disseminate knowledge of application development best practices.
- Gather statistics and prepare and write reports on the status of the programming process for discussion with management and/or team members.
- Determine, develop, and maintain user manuals and guidelines.
- Install software products for end users as required.
- Liaise with company's software and hardware suppliers for prompt rectification of any problems or emergencies.
- Liaise with network administrators, systems analysts, programmers, and other software engineers to resolve any defects in products or company systems.
- Take an active role in cross-departmental projects when needed.
- Write and/or delete programming script to enhance functionality and/or appearance of company Web site and Web applications as necessary.
- Direct research on emerging application development software products, languages, and standards in support of procurement and development efforts.
- Recommend, schedule, and perform software improvements and upgrades for optimal performance of company workstations.
- Interact regularly with managers, clients, vendors, and agencies to field queries and questions.
- Train, manage and provide guidance to junior software development staff.



Education: Four-year Bachelors degree in Computer Science or Information Systems or a related discipline and/or 3 years of relevant experience.

Position Requirements:

- Technically fluent in programming languages, including JAVA and/or .NET
- Extensive database and operating systems experience with SQL.
- Competent and proficient understanding of platforms
- Working technical knowledge of current systems software, protocols, Internet technologies, and standards.
- Hands-on software troubleshooting experience.
- Experience at working both independently and in a team-oriented, collaborative environment is essential.
- Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial.
- Proven analytical and problem-solving abilities.
- Adept at conducting research into software-related issues and products.
- Must be able to learn, understand, and apply new technologies.
- Strong written and oral communication skills.
- Strong interpersonal skills.
- Customer service skills an asset.
- Highly logical.
- Highly self motivated and directed.
- Keen attention to detail.
- Knowledge of applicable data privacy practices and laws.