Job Title: **Part Time Application Engineer**

Department: **Information Technology**

Supervisor: **Director of Technology Deployment**

Lane Placement: **ESP Lane 6-7**

Schedule: **Varies**   Evaluation Group: **JCES**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the Director of Technology Development and the Director of Information Technology, the Part Time Application Engineer is responsible for providing software design, debugging, development, documentation, maintenance and quality assurance for enterprise applications and systems.

ESSENTIAL FUNCTIONS

- Designs, develops, debugs, maintains and tunes for performance the enterprise computer applications and databases as determined by project priorities set by the District administration. Applications include payroll, human resources and insurance; fixed asset auditing and tracking, general ledger accounting, online purchasing and warehouse inventory, accounts payable, student demographic, scheduling, fees, grading, attendance and testing data management systems.
- Develops, maintains technical documentation in support of computer applications, database configuration/management and other critical systems.
- Applies advanced technical logic and problem solving skills in troubleshooting and resolving incidents across a broad range of computer applications and server systems.
- Provides outstanding customer support.
- Assists the helpdesk team in accomplishing their assigned tasks (e.g. needs assessment, prototyping, documentation, and training) and serves as a back-up for the team.
- Analyzes and assists in resolving computer system problems or user needs including providing follow-up instruction and direction to users and/or outlining recommended procedures or projects to the user support team.
- Maintains accurate records of system and application problems and their resolutions.
- Assists in the development and implementation of user training for students, teachers, and staff.
- Predictable and reliable attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Requires experience front-end web development including: HTML, XML/JSON, CSS, ColdFusion, JavaScript, AJAX, JQuery, Git, Bootstrap.
- Requires the ability to learn and utilize various programming languages.
- Specific training in K-12 administrative computer systems is preferred.
- Requires effective interpersonal skills to interact with individual and groups at all organizational levels. Interacts with co-workers in both structured and unstructured situations. Has limited interaction with vendors.
- Requires ability to write clear and concise reports and plans.
- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Proficiency with both the Macintosh and Windows platforms preferred.
- Requires a demonstrated ability to organize, prioritize, and multi-task.
- Requires ability to manage stress of technology emergencies.
- Requires a valid Utah Driver License.
- Lane is determined through education, certification and experience.
    - Lane 6 Requires:
        - Six months of prior job-related work experience with demonstrated competence, preferably in the use of software and computer hardware similar to the District's.
    - Lane 7 Requires:
        - Two years of job-related work experience with demonstrated competence, preferably in the use of software and computer hardware and similar to the District's.
        - Or Associate Degree in computer science, computer systems operations, software engineering or information management or four year degree.

> **NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of twenty-five (25) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.
- Requires the ability to relocate and set up computer equipment including but not limited to: printer, monitor, CPU/tower, laptop, computer lab, keyboard, mouse, etc.
- Requires physical stamina including the ability to walk or stand without a break for 1-2 hours.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____   HR _____   Effective date: _____6/19/2019_____