Job Title: **Application Engineer**

Department: **Information Technology**

Supervisor: **Director of Technology Deployment**

Lane Placement: **ESP Lane (13, 14, 15, 16)**

Schedule: **8 hr/ 242 days**   Evaluation Group**: JCES 3**

FLSA Classification: **Non-exempt**

POSITION DESCRIPTION

Under the supervision of the Director of Technology Development and the Director of Information Technology, the **Application Engineer** is responsible for providing experienced 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.
- Designs, develops and maintains complex computer systems and reporting systems to support schools in data-driven decision making.
- Develops computer programs to ensure complete data integrity and the production and submission of reports to meet state/federal mandates and requirements.
- Develops, maintains technical documentation in support of computer applications, database configuration/management and other critical systems.
- Analyzes user needs and develops recommendations in determining training needs, process changes, programming development and/or maintenance projects and priorities, along with other technology related needs expressed by user requests.
- Builds programming project estimates using existing resources.
- Develops plans for and installs, configures, maintains and tunes enterprise-level administrative office application (i.e. e-mail; document imaging, transportation and student boundary management, substitute calling system, etc.).
- Applies advanced technical logic and problem solving skills in troubleshooting and resolving incidents across a broad range of computer applications and server systems.
- Designs, implements and tests application system security including hardening of systems, penetration testing and intrusion detection.
- Contribute to business continuation/disaster recovery, including backup scheduling, continuity and contingency planning and evaluation.
- Support System Administration team with installation, configuration, performance monitoring and systems tuning for UNIX, Windows and Macintosh enterprise server farms and desktops, Web servers, Large Scale SAN implementation and supportive infrastructures.
- Provides input into both short and long term technology planning efforts for the District.
- Assists the District Administration in fulfilling requests from the Board of Education by collecting data, preparing reports and distributing information.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

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

- Experience with a fourth generation language, relational database and contemporary programming languages are required.
- Experience with K-12 administrative applications is preferred.
- Requires knowledge of industry-standard programming methodologies and advanced programming techniques.
- Requires the ability to independently work through highly complex technical troubleshooting processes.
- Requires effective interpersonal skills and ability to work with others to support the concept of teamwork and customer service. Has significant interaction with personnel representing all aspects of the IT Department, District administrators, principals, school/office staffs, State agencies and the vendor community.
- Ability to analyze and understand end-user needs (groups and individuals) and conduct computer systems training as needed.
- Ability to design, develop, debug and successfully implement computer application systems.
- Knowledge of operating systems currently in use as well as server administration and management preferred.
- Ability to determine how to effectively address multiple priorities at one time.
- Ability to handle unusual software and hardware problems and to meet deadlines.
- Ability to work well with frequent interruptions.
- Must demonstrate competence in reading, writing and advanced mathematical principals and logic skills.
- Requires a valid Utah driver license.
- Lane is determined through education and experience.
  - Lane 13 Requires
    - Two years of prior job-related work experience with demonstrated competence, preferably in the use of software similar to the District's
    - (or) Associate Degree from an accredited college.
  - Lane 14 Requires:
    - Bachelor's degree in computer science, software engineering, information management or related field.
    - (or) Associate Degree from an accredited college and two years of prior job-related work experience with demonstrated competence, preferably in the use of software similar to the District's
  - Lane 15 Requires
    - Bachelor's degree in computer science, software engineering, information management or related field and two years of prior job-related work experience with demonstrated competence, preferably in the use of software similar to the District's.
    - (or) Associate Degree from an accredited college and four years of prior job-related work experience with demonstrated competence, preferably in the use of software similar to the District's
  - Lane 16 Requires

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- Bachelor's degree in computer science, software engineering, information management or related field and four years of prior job-related work experience with demonstrated competence, preferably in the use of software similar to the District's.
- (or) Associate Degree from an accredited college and ten years of prior job-related work experience with demonstrated competence, preferably in the use of software similar to the District's

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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.**

- Requires ability to lift a minimum of twenty-five (25) pounds.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- 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.

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: _____6/9/2020_____