



Job Title: Application System Developer
Department: Information Systems and Technology
Direct Reports: No
Reports To: Applications Development Manager
FLSA: Exempt
Effective Date: 5.15.17

Position Summary:

The Application/System Developer is responsible for providing direct support to ConServe's application landscape in addition to developing and implementing Business and IT application improvement initiatives/projects. Under the direction of the Applications Development Manager, the Applications Analyst II actively supports all aspects of the projects from start to finish with a particular emphasis on program development, quality testing and end user enablement.

Essential Duties & Responsibilities:

- Troubleshoots production issues, identifying root cause and implementing sound technical resolutions in a timely manner.
- Recommends technical solutions to reported problems, identifying pros and cons of each solution.
- Engages project sponsors to understand business concerns / objectives and collaboratively identify and implement solutions.
- Creates, enhances and maintains custom and COTS applications.
- Plan, develop, test and install systems solutions to enable new business lines and/or departments as well as special Client requests.
- Recognizes, raises awareness to and implements improvements in IT keep-it-running activities.
- Mentors and cross-trains team members on IT keep it running processes, ensuring supportability across the team.
- Train users on the new/modified applications.
- Quality control of application system functionality to ensure data integrity and system synergy with all peripheral devices.
- Confirms software solutions by conducting tests and modifying code and/or configuration.
- Provide guidance and support the end users in their efforts to become more proficient in the use of the applications.
- Generate Ad-hoc reports as needed.
- Provides reference documentation by writing and maintaining functional and technical specifications.
- Maintains system and programming guidelines by adhering to the software development lifecycle.
- Protects operations by keeping information confidential.
- Adherence to ConServe's Professional Practices Management System (PPMS), Code of Conduct, and Compliance Program.

Non-Essential Duties & Responsibilities:

ConServe is an Equal Opportunity Employer (EOE) and is a Drug Free Workplace

- Other duties as assigned

Education:

- High School Diploma or GED
- Bachelor's Degree in Information Technology or equivalent combination of education and related experience.

Skills/ Requirements:

- Three (3) years of experience in an applications development or configuration management role.
- Two (2) or more years as a business systems analyst with configuring COTS applications based on business requirements preferred.
- Two (2) or more years of experience in SQL development preferred.
- Ability to multitask.
- Ability to act independently to resolve problems.
- Good verbal communication skills and interpersonal skills.
- Must show a sense of urgency, being able to perform and multitask under pressure.
- Solid experience with Microsoft Office suite of products.
- Must be able to provide on-call support on a rotating basis.
- U.S. Citizenship or Lawful Permanent Resident Alien with three or more years of U.S. residency from date of legal entry into U.S.
- Ability to obtain and maintain Government Security Clearance.
- No conflicts of interest with ConServe or our Clients.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee must occasionally lift or move up to 25 pounds and occasionally lift or move up to 100 pounds with assistance.
- Ability to sit or remain sedentary for up to 8 hours per day, except for periodic breaks pursuant to applicable law.
- Must occasionally be able to bend, move, climb and lie down in awkward positions.
- Ability to type on a computer for eight (8) hours.
- While performing the duties of this job, the employee is required to use and reach with hands, walk, stoop, kneel, crouch, stand, see and hear.
- Ability to listen and talk frequently throughout the day.

Reasonable accommodations may be made to the extent required under applicable law to enable individuals with disabilities to perform the essential functions of this position.

MISSION STATEMENT:

ConServe is dedicated to satisfying the needs of our Clients in a manner consistent with improving the human condition, and that will foster the development of long term mutually beneficial relationships with our Clients, our Employees, our Suppliers and Business Partners and the Community as a whole.

Disclaimer: The above job description is not a contractual or binding document; it is provided as a guide to the types of duties required to be undertaken. Duties may vary from time to time and this description is subject to review. Modifications will be made as needed to support changes in the business climate and requirements.

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