

**BROWARD COUNTY COURT ADMINISTRATOR
CLASS DESCRIPTION - 2004
POSITION TITLE: WEB SERVICES APPLICATIONS SPECIALIST**

GENERAL DESCRIPTION OF DUTIES

Under the direction of the Systems and Programming Manager and or a Senior Specialist, the purpose of the position is to Develop, Implement and Maintain Web-Based application systems and solutions for the Court Administrator's court functions, business functions and staff. Troubleshoot issues with existing or developed systems while working with the appropriate resources to resolve issues. Employees in this classification design and develop databases (simple to medium complexity), conduct general system analysis, and, program/ test custom applications designed to support user needs. Also, ensure that systems/solutions are documented, provides system/data administration support as needed and provides technical support to Users interested in developing their own simple user reporting solutions. Performs related work as required.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Collaborates with Senior Specialists on the definition of requirements and the design of applications and applicable data structures.

Employs programming and design techniques that ensure adherence to software and other development standards, performance efficiency, reliable and easily maintainable code, and self-documenting programs.

Provides timely and effective response and follow-through in the resolution of production, system availability and response time issues.

Creates or provides input to the creation of accurate and appropriate project plans.

Reports status against plans in a timely and accurate manner.

Creates appropriate test plans for all testing and supports system and user acceptance testing as needed.

Completes work assignments by the deadlines established and agreed upon by the Senior Specialist, project group and management team.

Understands and actively uses the approved system development methodology and tools.

Designs, codes, debugs and helps implement web applications in a team environment. Modifies computer programs to correct errors and to meet the needs of the user.

Remains current on job-specific knowledge, skills and abilities by attending training courses, completing tutorials and by reading current periodicals and professional magazines, and obtaining certifications communicated by management to expand knowledge of application development, programming languages, hardware and software, and to apply appropriate technologies to assignments.

Develops written documents and systems/user documentation (e.g. charts, diagrams, letters, notes, electronic mail messages, bulletins, etc.) to clearly present information in a logical order with terms that are understood by the receiving audience.

Conducts and/or attends meetings to obtain and/or disseminate information regarding assigned projects, programs, and systems using technical expertise and interpersonal skills.

Effectively resolves programming and data structure integrity problems by conducting a thorough analysis of the problems and employing appropriate debugging techniques and aids to resolve the problems.

Timeliness and attendance are essential functions of the job.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment for this position.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Computer Science, Management Information systems, or related field; supplemented by minimum 2 to 4 years of progressively skilled experience in the field. This includes programming and systems analysis in a complex Websphere/AS400 IT environment; or an equivalent combination of education, training and experience.

Technical Skills and Qualifications

The individual in this position must demonstrate entry level programming skills using JAVA, Struts, JSP, Java Script, J2EE, XML, HTML to meet the challenges of simple to intermediate data manipulation, simple to intermediate programming logic, utilizing large data volumes.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of 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 on how to apply procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to add, subtract, multiply, and divide; calculate decimals and percentages; utilize principles of descriptive statistics and statistical inference; develop computer language algorithms.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks may risk potential exposure to adverse environmental condition, such as electric currents when installing hardware and peripheral system components.

The Broward County Administrator is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Broward County court administrator will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.