

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Applications Dev. Specialist I
GRADE: 10
REPORTS TO: Information Systems Director

POSITION SUMMARY: This is an at-will, non-partisan position. The Applications Development Specialist I position is a member of the Applications Development Group. This group is responsible for custom and purchased computer applications used by the Michigan House of Representatives. This includes development of new applications, maintenance of existing applications, Session support and review and implementation of purchased software.

PRINCIPAL ACCOUNTABILITIES:

1. Maintenance of existing applications, including network resources, features and functions.
2. Update and develop customized applications using Microsoft .NET application development tools.
3. Develop system design documents.
4. Develop form/report design documents.
5. Meet with users to determine application requirements.
6. Design database requirements for application development.
7. Design table structures and back-end code for web-based applications.
8. Develop application test procedures.
9. Work with User Support in developing end-user documentation.
10. Perform application testing.
11. Evaluate off-the-shelf software for possible use.
12. Support Session activities.

13. Other duties as assigned.

WORKING CONDITIONS:

The activities of the Applications Development Specialist I involve designing, coding, and documenting custom and purchased computer systems used by the Michigan House of Representatives. The majority of this work is performed in the office at a computer workstation. Office calls are occasionally made to a campus that is comprised of two separate buildings.

After hours and weekend support may be necessary to support existing systems.

JOB QUALIFICATIONS:

The incumbent must possess strong applications design and coding skills, problem solving, analytical thinking, developing system documentation and system testing. A working knowledge of Microsoft Windows operating systems and .NET is required. Extensive knowledge of structured programming languages, SQL databases as well as an understanding of Object Oriented Programming is required.

A Bachelor's degree in computer science, including system design, coding, testing, and team or project leader experience is preferred. Application Development experience may be considered in lieu of a degree.