



## JOB DESCRIPTION

IT Software Engineer

**Purpose:** An IT Software Engineer uses computer programming skills to design, build, test, and support applications that address software needs.

### Essential Functions:

- Report to work on time and in accordance with all applicable attendance policies
- Maintain good relationships; be approachable
- Analyze complex needs, gather inputs, identify challenges and recommend engineering solutions
- Design and execute internal software application projects
- Write software in web-based object oriented format similar to ASP.NET, C#, and Javascript
- Design and maintain relational database programs; build and execute SQL scripts
- Promote coding and architecture best practices including code reusability, testing, documentation and review
- Automate processes, integrate systems, and reduce manual tasks
- Troubleshoot and debug common software application errors
- Provide ongoing maintenance, support and enhancements in existing systems and platforms
- Assist employees in learning company IT systems, promote adoption of software solutions, help remove barriers to use.
- Review user feedback and improve application usability.
- Participate in and help coordinate installation, testing, and launch of major software systems
- Maintain safe, professional, and organized work environment
- Keep Direct Supervisor informed
- Accept constructive feedback and adjust practices
- Abide by Employee Handbook and policies which may be implemented from time to time and immediately report any violations of the same by others

*Reasonable accommodations may be provided to qualified individuals with disabilities in accordance with applicable federal and state law.*

### Required Traits:

- Integrity
- Treat Employees with Respect
- Attention to Detail

### Competencies:

- Learn and Grow
- Manage Complexity
- Analysis and Critical Thinking
- Collaborate
- Agile Project Management
- Agile Application Development
- Database Technology
- Software Architecture
- Understand Technical Requirements

**Reports to:** IT Systems Director

**Position Type:** Exempt

**Work Environment:** This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands:** Employee is continuously required to exercise close vision and ability to adjust focus. Employee is frequently required to talk and hear; stand, sit, and walk; lift and/or move up to 10 pounds. Employee is occasionally required to stoop, kneel, or crouch; exercise color vision and depth perception; lift and/or move up to 15 pounds; use fingers and hands to grasp, handle, push, reach, or feel.

**Required Education:** Bachelor's Degree in IT or Computer Programming or 5 years of experience in IT or related field

**Required Experience:** None required

**Other Duties:** This job description is not designed to cover or contain a comprehensive listing of duties, responsibilities, or activities required. Duties, responsibilities and activities may change or be assigned within discretion of management.

**Application:** Must fill out an application in person at 12124 CR 111, Paulding, OH 45879