

ST. MARY'S COUNTY PUBLIC SCHOOLS
EXEMPT NON-CERTIFICATED POSITION DESCRIPTION

SOFTWARE SYSTEMS ENGINEER

POSITION TITLE: Software Systems Engineer

REPORTS TO: Director of Information Technology and/or Coordinator of Information Technology II

LOCATION: Department of Information Technology

NATURE OF WORK:

This is a highly skilled technical position that emphasizes application development, user interface design, database management, and server administration. At this level, a Software Systems Engineer will analyze and assess new and existing applications, servers, and databases, and engineer solutions to meet the growing needs of the SMCPSS network. This requires in-depth knowledge of various systems, their integration and use, and skill in utilizing various computer programming languages and Linux and Microsoft server administration. The work is performed under the general direction of the Director of Information Technology and/or Coordinator of Information Technology II.

ESSENTIAL FUNCTIONS:

- Collaborates with other departments to translate needs and objectives into technical solutions;
- Possesses in-depth knowledge of computer networks, communication systems; database management, systems administration, and enterprise systems design;
- Employees may be required to use a personal vehicle, with mileage reimbursed at the county rate when required to travel between locations during the same day;
- Ability to effectively communicate both orally and in writing;
- Ability to troubleshoot software-related problems;
- Excellent interpersonal skills; and
- Excellent leadership skills.

DUTIES AND RESPONSIBILITIES:

- Works with various departments and teams to understand and translate needs into user-friendly web and non-web applications;
- Designs and programs new web and non-web-based applications to meet the goals and objectives of SMCPSS and its stakeholders;
- Interfaces with vendors, external support teams, and software engineers to troubleshoot and improve products adopted by SMCPSS;
- Provides high-level troubleshooting and technical support of various applications, servers, management systems, and databases;
- Applies operating system and application updates to servers and related components as updates become available;
- Maintains, troubleshoots, and audits SMCPSS SQL and MySQL Databases;
- Tests, documents, and evaluates new and existing applications and systems for integration into the SMCPSS environment and upgrades;
- Generates reports and translates data for both internal and external reporting;
- Regularly review work requests for progress and completion;
- Follow-up with work request submitters to improve customer service;
- Develops and maintains custom applications to meet SMCPSS objectives;
- Provides technical support and guidance for SMCPSS users on a daily basis;
- Manages, maintains and audits Linux, Windows, and Database servers;
- Evaluate new and existing applications for implementation and upgrades;
- Compile and format data for various reporting objectives;

- Assists in various audits and reporting for Local, State, and Federal; and
- Other duties as assigned.

QUALIFICATIONS:

- High School Diploma or equivalent required, Bachelor's Degree in Computer Science or Related Field preferred;
- Four (4) years of experience in programming, database management, and/or system administration required;
- Knowledge and proficiency in at least two of the following programming languages:
 - Visual Basic, PHP, Javascript, SQL, Python, .Net, Perl, HTML, C++, C#, NoSQL
- Flexibility in scheduling for time-sensitive projects and/or special circumstances is required;
- Possess a valid Maryland driver's license at the time of employment; and
- Meet the following Board of Education requirements in order to operate a Board of Education – Owned Vehicle (Board of Education Policy EEBA):
 - The applicant must have no more than four current points. (Out of State points will be converted to equivalent points under Maryland Law.)
 - The applicant must not have been convicted, pleaded guilty or nolo contendere, or received a probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of a Board-owned vehicle.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on the EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 35.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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