

ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

**SOFTWARE SYSTEMS ENGINEER**

**POSITION:**      **Software Systems Engineer**

**REPORTS TO:** **Director of Information Technology or Supervisor of Information Technology**

**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 SMCPs 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 Supervisor of Information Technology II.

**ESSENTIAL FUNCTIONS:**

- Ability to professionally relate to and collaborate with co-workers, students and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Possess excellent interpersonal and leadership skills
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

**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 SMCPs and its stakeholders
- Interfaces with vendors, external support teams, and software engineers to troubleshoot and improve products adopted by SMCPs
- 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 SMCPs SQL and MySQL Databases;
- Tests, documents, and evaluates new and existing applications and systems for integration into the SMCPs 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 SMCPs objectives
- Provides technical support and guidance for SMCPs 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 for Local, State, and Federal reporting
- 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
- Performs other related and non related job duties as assigned

**QUALIFICATIONS:**

Required:

- High School Diploma or GED
- Four (4) years experience in programming, database management, and/or system administration
- Knowledge and proficiency in at least two (2) of the following programming languages:
  - Visual Basic, PHP, Javascript, SQL, Python, .Net, Perl, HTML, C++, C#, NoSQL
- Possess a valid driver's license with no more than four (4) Maryland current points. The applicant must not be 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 Board-owned vehicle. (Board Policy EEBA)

Preferred:

- Bachelor's degree in Computer Science or Related Field

**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 36.

**BARGAINING UNIT ELIGIBILITY: EASMC-ESP**

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