

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

SOFTWARE SYSTEMS ENGINEER

POSITION: Software Systems Engineer

REPORTS TO: Director of Information Technology/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, as well as a high degree of skill utilizing various programming languages, open-source architectures, automation development, and server administration. The work is performed under the general direction of the Director of Information Technology and/or Supervisor of Information Technology.

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
- 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
- Highly proficient in at least two (2) of the following technologies:
 - Visual Basic, PHP, Javascript, SQL, Python, .Net, Perl, HTML, C++, C#, NoSQL, PowerShell, KQL

DUTIES AND RESPONSIBILITIES:

- Works with various departments and teams to understand and translate needs into secure and efficiently designed deliverables.
- Designs and develops applications to meet the goals, standards, and objectives of SMCPs and its stakeholders
- Provides guidance and expertise on a wide variety of projects across the SMCPs IT infrastructure, to include system and process automation
- 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, devices, and databases
- Applies operating system and application updates to servers and various other systems as they become available
- Maintains, troubleshoots, and audits various databases
- Tests, documents, and evaluates new and existing applications and systems for integration into the SMCPs environment
- Generates reports and translates data for both internal and external reporting, including but not limited to, technology utilization reports, log data correlation, licensing reports, change logs, and incident reports
- Regularly review work requests for progress and completion
- Develops and maintains custom applications and systems to meet SMCPs objectives
- Provides technical support and guidance for SMCPs users daily
- Manages, maintains and audits Linux, Windows, and Database infrastructure
- 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:

- Bachelor's Degree
- Five (5) years of experience in programming, database management, and/or system administration
- 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)

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 37.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 11.2024, 5.2025

