

**CITY OF STUART  
JOB DESCRIPTION**

**Title: SOFTWARE APPLICATION SPECIALIST**

**Department: Information Services**

**Job Code: 3014**

**Grade: 1118**

**Exempt Status: Non-Exempt**

**CHARACTERISTICS OF THE CLASS**

Under the supervision of the Information Services Director, performs highly complex and specialized work involving advanced technical knowledge in the operation and maintenance of computer software programs and database technology. The incumbent in this class must be able to effectively and efficiently implement and operate new programs as they become necessary, as well as maintaining and enhance existing systems as needed by the using departments. Incumbent professionally functions in a team capacity environment as required. Work is reviewed through oral and written reports and conferences for adherence to established policies and departmental rules.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

1. Installs and updates software applications and databases.
2. Creates and tests custom reports, queries, data exports, and data imports for the using departments.
3. Plans and implements program and database security, manages user accounts and interfaces.
4. Provides user assistance and troubleshooting.
5. Conducts formal and/or informal training sessions.
6. Schedules and confirms a daily back up of data, maintains data integrity.
7. Maintains system log and documentation of user permissions, system usage, performance statistics, and program modifications performed by vendor.

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8. Handles requests for information and produces reports for department heads, commissioners and the public as needed.
9. Responds to data emergencies as they arise.
10. Provides support for hardware and network projects within department as needed.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**REQUIREMENTS**

**A. Training and Experience:**

Degree in Computer Science, Engineering, Business Administration or related field with concentration in data processing. Structured Query Language (SQL)-based Relational Database Management System certification preferred. Five (5) years of experience in relational database technology, and database connectivity protocols may be substituted for education on a year for year basis.

Possession of a valid Florida Driver's License is required.

**B. Knowledge, Abilities and Skills:**

Working knowledge of standard office automation equipment including personal computer hardware and software systems.

Knowledge of server hardware and software systems.

Knowledge of relational database management systems and database connectivity protocols.

Ability to utilize problem-solving capabilities when dealing with large, complex computer software systems.

Ability to communicate effectively, orally and in writing and to write concise and clear reports.

Skilled in writing database queries, procedures and interfaces.

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Skilled in producing regular periodic backups for disaster recovery.

Skilled in implementing a variety of software systems.

Skilled in clearly documenting procedures and events.

Ability to establish and maintain effective working relationships with fellow employees and superiors.

**C. Physical Requirements:**

Task involves frequent walking, standing, sitting, bending, stooping, reaching, pulling, pushing, stretching; working in confined spaces; frequent lifting and carrying objects of moderate heavy (50+ pounds) and occasionally very heavy (100+ pounds); and/or standard dexterity in use of fingers, limbs or body in the operation of hand tools, vehicle, office equipment in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations. Task may involve extended periods of time at a desk or computer keyboard.

**D. Environmental Requirements:**

Task may require infrequent exposure to adverse environmental conditions.

**E. Sensory Requirements:**

Task requires color perception and discrimination.

Task requires sound perception and discrimination.

Task requires visual perception and discrimination.

Task requires oral communications ability.

Task requires odor perception and discrimination.

Task requires depth perception and discrimination.

Task requires hearing perception and discrimination.

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Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources Director

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Information Services Director

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee