



Florida Reliability Coordinating Council, Inc.
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IT APPLICATIONS DEVELOPER I/II

<u>Position Location:</u>	Tampa, FL
<u>Travel Required:</u>	Yes, less than 2%
<u>Classification:</u>	Full-time, Exempt
<u>Reports to:</u>	IT Director
<u>Direct Reports:</u>	None

Position Summary:

The FRCC IT Applications Developer I/II is responsible for creating, updating, documenting, and training on custom applications and reports based on specified requirements.

Distinguishing Characteristics:

IT Applications Developer I – This is a junior level developer position. The IT Applications Developer I will be expected to complete all essential job functions but may require some additional training and education to become fully proficient in all aspects of the job including specific languages, platforms, and security techniques.

IT Applications Developer II – This position is distinguished from the IT Applications Developer I position by demonstrating full proficiency in all aspects of the essential job functions and mastery of a modern programming language such as C# or JavaScript, as well as playing an integral role in the development, review, and maintenance of IT policies and procedures.

Essential Job Functions:

- Works with IT Director, project sponsors, members, and other stakeholders to gather requirements for custom applications.
- Develops custom applications based on requirements provided by sponsors, members, and other stakeholders.
- Catalogs and tracks custom application requirements.
- Develops project plans for the creation of custom applications including design, timeline, implementation, and communication.
- Designs, implements, and administers databases associated with custom developed applications.
- Tracks custom application development progress and provides regular status updates to the IT Director and stakeholder.
- Develops and delivers training for users on custom applications and associated systems and hosting environments.
- Leads the development and maintenance of secure coding practices and follows said practices throughout development and deployment of solutions.

- Designs, implements, and maintains processes, procedures, and systems for source control: tracking custom code, documenting code changes, and ensuring IT team members have access to the latest, and previous, versions.
- Acts as backup to the IT Specialists to provide technical assistance and support for incoming queries and issues related to computer systems, software, and hardware.
- Provides assistance with developing strategies, goals, and action plans for the department.
- Recommends changes to processes, policies, and metrics to facilitate the improvement of department performance.
- Reports all observed security incidents and suspicious activities to FRCC IT
- Updates IT systems, services and solutions within area of responsibility promptly to mitigate security threats.
- Keeps informed of emerging security threats as they relate to essential job functions.
- Follows secure data handling practices, including all security related policies and procedures. Completes all assigned security training. Reports all observed security incidents and suspicious activities promptly.
- Performs other duties as assigned.

Required Qualifications and Attributes:

- Bachelor's degree in Information Systems or Application Development *or* equivalent combination of education and related industry experience resulting in demonstrated ability to perform the primary duties.
- A minimum of three (3) years' experience in application development for Application Developer I and a minimum of five (5) years' experience in application development for Application Developer II,
- A minimum of three (3) years' experience in IT support.
- Knowledge of programming languages and APIs/Frameworks: C#, VBA, .NET, JavaScript and SharePoint API preferred; JAVA, AJAX, Perl, and Python.
- Knowledge of SQL and general database development skills, with Microsoft SQL Server preferred.
- Ability to work on multiple projects simultaneously with attention to detail for timely and accurate completion.
- Excellent presentation, written and verbal communication skills.

Work Environment:

This job operates in a professional office environment. While performing the duties of the job, the employee is required to communicate effectively, remain in a stationary position for prolonged periods (at least 50% of the time) and remain standing or seated for prolonged periods (at least 50% of time). Must be able to routinely move about inside the office to access files and office machinery, occasionally lift 10+ pounds of office supplies and files to load onto shelves, and constantly operate a computer and other office machinery.

Other:

Travel for this position is anticipated to be approximately 2%, but may vary.

TO APPLY FOR THIS POSTION:

Please direct your cover letter and resume to Human Resources as follows:

HR1@frcc.com (email preferred)

FRCC / 3001 North Rocky Point Drive East, Suite 410 / Tampa, Florida 33607

No calls please.

*** An EEO/AA Employer*

*** Drug/alcohol screening, conflict check, and complete background check will be conducted prior to employment*