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# ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

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**POSITION:** Senior Software Design and Developer, C11,  
\$74,110 - \$88,088 (B.O.E.) + FRINGE BENEFITS

**DEPARTMENT:** Information Technology

**OPENING DATE:** 01-10-18                      **CLOSING DATE:** 02-28-18 (Extended)

## MINIMUM QUALIFICATIONS:

**Education:** Associate's degree; Bachelor's degree preferred;

**Experience:** Five years or more experience in information technology with at least one year in the area of application design, development and/or programming;

**Note:** Any equivalent technical training, education and/or education and experience which have provided the knowledge, skills and abilities cited below may be considered.

## ADDITIONAL REQUIREMENTS:

- ◆ Negative drug test result from pre-employment drug screen;
- ◆ Pass extensive background check with favorable results;
- ◆ Successful candidate must provide proof of eligibility to work in the United States prior to employment.

**JOB SUMMARY:** Performs and provides systems analysis, programming, design, installation, and maintenance of all corporate applications software; Oversees the design and development of corporate applications and is a critical member of the development team, performs other duties as assigned.

## DUTIES:

- ◆ Oversees all functions necessary to support corporate applications;
- ◆ Performs systems analysis, programming, design, installation and maintenance of corporate applications;
- ◆ Assists the Deputy Director and Department Head by providing recommendations for enhancements and improvements for the systems and existing and new applications to meet the needs of the user community;
- ◆ Acts as liaison for St. Mary's County Government to overcome problems related to software installed on and/or interfacing to the county servers;
- ◆ Responsible for the successful interfacing of multiple networked and telecommunications systems accessing the servers;
- ◆ Ensures sound security setup, user profiles, backup and recovery policies are documented and enforced for all systems;
- ◆ Provides project milestones and status reports to the Deputy Director and Department Head for all efforts;

- ◆ Coordinates with staff as required, ensuring application implementations are supportable by existing infrastructure and help desk personnel;
- ◆ Provides technical support to all IT staff with configuration, standards, product evaluation and installation, and provides technical assistance as requested to resolve daily issues;
- ◆ Provides training to HelpDesk support personnel in application functions as necessary to ensure timely and efficient user support is provided by the department;
- ◆ Researches specific technical hardware and software related questions from management, programming, operations maintenance, and systems personnel and reviews from users for servers and software improvements to determine feasibility, cost, and benefits of said improvements;
- ◆ Responsible for the installation and maintenance of all software applications and program temporary fixes;
- ◆ Provides budget requirements for all hardware and software related to the network and applications;
- ◆ Monitors the daily operations of the corporate applications and other software;
- ◆ Is the team lead for software design and development;
- ◆ Ensures the successful operation of multiple networked and telecommunications systems and assists personnel assigned to the system support team;
- ◆ Performs other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◆ Ability to gain advanced knowledge of St. Mary's County Government policies and procedures;
- ◆ Extensive knowledge of applications management;
- ◆ Extensive knowledge of Visual Studio programming, including C#, VB, ASPX, .NET;
- ◆ Ability to, plan, train and coordinate the work of diverse staff in order to complete projects;
- ◆ Ability to review, evaluate, and initiate appropriate action on technical and legal reports, contracts, and documents concerning departmental matters;
- ◆ Ability to establish and maintain effective working relationships with county officials, associates, subordinates, representatives from other agencies, and the general public;
- ◆ Knowledge of electronic resources, including the Internet and database information retrieval;
- ◆ Ability to operate relevant computer systems, including hardware and software, and office machines.

**PHYSICAL AND ENVIRONMENTAL CONDITIONS:**

Limited strenuous physical demands, which may include, but are not limited to, lifting monitors, CPUs, and printers up to 60 pounds. May need to access tight spaces. Must be physically fit to respond quickly to user demand and keep up with fast paced environment.

May perform manual work involving walking over rough, uneven terrain, repeated bending, climbing, crouching, stooping, stretching, reaching or, handling of light boxes and tools as well as moderately heavy equipment or materials from 30 to 60 pounds. Must also have the physical ability to push/pull, squat, twist and turn. Requires continual sitting, standing or walking of 60%+ of the time.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as system user spaces, offices, meeting rooms and PC repair shop, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

**COMPENSATION/BENEFITS:**

Hiring Salary: \$74,110 - \$88,088 (B.O.E.) annually

FLSA: Exempt

St. Mary's County Government offers a complete benefits package including medical, dental, vision, life insurance and long-term disability. We offer a 457 deferred compensation plan, employee assistance program, and education reimbursement. All employees are required to participate in the Maryland State Retirement and Pension System (SRPS).

**SELECTION PROCEDURE:** Applications will be screened for those who meet job requirements and have related experience. Selected applicants will be invited for an interview.

**TO APPLY: A 2008 ST. MARY'S COUNTY GOVERNMENT APPLICATION IS REQUIRED. ALL PRIOR VERSIONS OF THE APPLICATION ARE OBSOLETE.**

Applications are available at:      Governmental Center, Potomac Building  
Third Floor, Dept. of Human Resources  
23115 Leonard Hall Drive, Leonardtown, MD  
Phone: 301-475-4200 extension: \*1100 Fax: 301-475-4082  
Email: [smchr@stmarysmd.com](mailto:smchr@stmarysmd.com) Website: [www.stmarysmd.com](http://www.stmarysmd.com)  
**Must press the \* key before the extension**

**ACCESSIBILITY NOTICE:** If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please contact the ADA Coordinator: [amber.hebert@stmarysmd.com](mailto:amber.hebert@stmarysmd.com) or (301) 475-4200, Extension: \*1110

**APPLY NOW - <http://www.stmarysmd.com/hro/application/HRApplication.asp>**

**Applications must be received in the Human Resources Department on or before the closing date regardless of the postmark date.**