



IT SOFTWARE ENGINEER 1

Department: Finance  
Job Class #: 632700  
Pay Range: Professional 15

FLSA: Non-Exempt  
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:**

This is professional, technical, analytical, and customer-oriented work in the Software Development Division of the Information Technology Division of Finance. An employee in this classification provides technical expertise to Pierce County departments and agencies in multiple areas. The Software Engineer 1 may include any or all of the essential functions listed below and functions as an IT professional in the capacity of a software designer, coder, and project manager.

**SERIES CONCEPT:** This is the first level in the series. This classification is distinguished from other IT Software Engineers by performing a narrower range of technically complex duties and the level of direction required to perform job functions.

**ESSENTIAL FUNCTIONS:**

- Perform professional functions in software programming and analysis.
- Assist in designing, coding, testing, deploying, maintaining, enhancing, and supporting County software systems.
- Assist in working with business customers in translating requirements into plans and specifications.
- Assist in developing new software and customize, developing interfaces to, or integrating with third-party business systems.
- Work in a team-based environment, communicating effectively with all levels of staff and management.
- Collaborate on the identification of business and system requirements.
- Address customer's information needs by developing technology solutions and supporting information and technology systems on multiple computing platforms.
- Provide work estimates to project team and lead.
- Participate in the testing process through unit testing, integration testing, system testing, acceptance testing, and automated test development.
- Coordinate data development and access with necessary department and technical staff. Protect the safety, integrity, and privacy of data.
- Tune poorly performing application and database code.
- Write and generate system documentation.
- Deliver excellent customer service, assist in measuring and creating customer satisfaction, and enhance customer relationships with the Information Technology Division.
- Maintain up-to-date software development knowledge and build expertise among colleagues in the Information Technology Division.

**OTHER JOB FUNCTIONS**

- Manage time and resources.
- Record time spent on work activities.
- Prepare reports and deliver presentations.
- Perform administrative tasks and other job functions as required.

**SUPERVISION RECEIVED AND EXERCISED:** The IT Software Engineer 1 does not supervise or lead. An employee in this class works under the general supervision of an IT Software Engineer Supervisor who observes work through assignments and projects to evaluate results achieved.

**WORK ENVIRONMENT:**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential job functions. The Software Engineer 1 typically works in an office environment on a daily basis. Incumbents may be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required. Ability to work after normal County business hours, including weekends, for customer support, a scheduled function, or in an on-call capacity required.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are hand and finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling, and unassisted lifting associated with the job duties is required. May be required to lift and carry up to 25 lbs.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

- Common software engineering design patterns.
- Current software development technologies, trends, and methodologies.
- Current County systems.

Skill in:

- Object-oriented programming and design.
- Relational database programming and design.
- Web-based application programming and design.
- Project management.

Ability to:

- Develop software using multiple tools, operating systems, languages, and methodologies.
- Define, track, and assure responsiveness to clients' information service problems.
- Establish and maintain effective working relationships.
- Follow IT Software Development standards and practices.
- Solve software problems proactively.
- Manage own schedule and workload.
- Research, verify, edit, and update data bases.
- Define, track, and assure responsiveness to clients' software service problems.
- Work and contribute as a member in a team-based environment.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime. May be subject to responding to emergency situations on twenty-four hour basis.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic,

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educational and economic backgrounds.

- Work effectively and productively with others.
- Understand and follow written and verbal instructions.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

**MINIMUM REQUIREMENTS TO APPLY:**

An Associate of Arts or Associate of Science degree in computer science or related field and two or more years of information technology experience required. Additional education or experience which clearly indicates the ability to perform the essential functions of the position may substitute equally on a year of year basis for the recruiting requirements.

Special Note: Prior to receiving a Bachelor's Degree in a relevant field of study, students in their last term of education may be considered. The recruiting requirements of the position would have to be met prior to employment beginning.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** A valid Washington State driver's license may be required when travel is required of the position. Ability to successfully complete a Pierce County background investigation. Fingerprint and in-depth criminal history check may be required for certain law enforcement system support assignments.