



SWINOMISH INDIAN TRIBAL COMMUNITY

JOB DESCRIPTION

APPLICATION DEVELOPER IT DEPARTMENT

Reports to: I.T. Director
Salary: D.O.E.
Status: Full Time

GENERAL FUNCTION

Under the general direction of the Director of Information Technology, this position will develop computer applications and databases which support the function of the tribal government. This position will perform both technical and application IT projects.

REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES

This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or logical assignment to the position.

1. Plan, document, and coordinate application software needs for various departments.
2. Design user interfaces.
3. Write code which produces functioning application software.
4. Architect, design, and develop database systems which support software applications.
5. Develop algorithms to successfully solve business problems.
6. Act as a technical resource in assisting users.
7. Make hardware and software acquisition recommendations.
8. Write help documents and user manuals which facilitate application software learning.
9. Perform other duties of a similar nature or level.

OTHER DUTIES

Because of the Tribe's commitment to community service and the well being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

WORKING CONDITIONS

The working conditions described here are representative of those that must be met by an employee to successfully perform the essential duties of this class.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, crawl, kneel, crouch, twist, push/pull and grasp; use hands to operate, finger repetitively, handle, or feel objects, tools, or controls; and reach with hands and arms.

The noise level in the work environment is usually moderate.

KNOWLEDGE AND SKILLS (Entry Requirements)

- Developing applications using a modern integrated development environment (IDE), such as Microsoft Visual Studio.
- Developing databases which support applications such as Microsoft SQL Server.
- Troubleshooting and solving hardware and software problems.
- Instructing users on new or upgraded computer applications.
- Using initiative and independent judgment within established guidelines and procedures.
- Organizing own work, setting priorities and meeting critical time deadlines.
- Maintaining records and submitting timely accounting reports of work done and other jobs as assigned by Management.
- Communicating effectively with co-workers, subordinates, superiors, the Tribal Employees, representatives of public and private organizations and others sufficient to exchange or convey information.

MINIMUM REQUIREMENTS

Equivalent to completion of two years of college-level coursework in computer science, information technology or a related field and 2 years of application development experience and database development experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

Special Requirements

A valid Washington State driver's License, or the capability to get one within a reasonable amount of time, is required at time of appointment or at a time set by IT Director.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Tribal Community apply to all employees. Employees in this classification are considered non-exempt.

Consistent with practices of federally recognized Indian Tribes, Native American hiring preference may apply. All offers of employment are contingent on the successful completion of a drug and alcohol screening. A successful applicant must meet minimum standards of character based on a background check.