Programmer I
Job Description

Department: Information Systems
Position: Career Service
Grade: 725
Supervisory: No
Reports to: Division Manager - Programming

Summary

Under close direction of management and team leaders, programs, designs, codes, integrates, tests, debugs, develops, and documents complex applications and tools according to specifications, standards, and user requirements to accomplish ideal business functions.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Perform complex programming services; demonstrate best practice coding standards; produce effective, elegant, and efficient code using a combination of programming languages, such as Node.js, JavaScript, NPM, NPX, React, Bootstrap, HTML, CSS, Python, PowerBuilder, and Visual Studio and Visual Studio Code, or similar tools.
2. Consult with users and key stakeholders to clarify project objectives, identify current operating procedures, establish business rules, and identify/track performance metrics, as assigned.
3. Design, construct, and manage web pages and sites; incorporate graphic user interface features and other techniques using Node.js, JavaScript, NPM, NPX, CSS, Visual Studio and Visual Studio Code, or similar tools.
4. Programmatically interact with Oracle, Microsoft, and other relational database tables.
5. Assist in the integration, installation, extension, maintenance, and support of purchased and third-party software, as assigned.
6. Create customized reports for web deployment to be used by County Departments and outside agencies.
7. Write specifications and prepare system documentation for applications developed.
8. Document and track resolutions and progress for work activities.
9. Actively promote a culture of innovation and productivity; consistently participate in personal and staff training, code reviews, and mentoring activities.
10. Maintain overall integrity of assigned systems and databases; coordinate with the DBA and management in conducting regular database design and code reviews throughout the development process; recommend and exemplify programming best practices.

11. Perform additional responsibilities as assigned by leadership; track and control activities for assigned projects; report status updates accurately and assure that management and team leaders are made aware of all problems or potential problems in a timely and professional manner.

Knowledge, Skills, and Abilities

- Knowledge of modern software design patterns and security practices
- Knowledge and demonstrated proficiency in object-oriented programming
- Knowledge of relational database technology, including Oracle and SQL
- Knowledge of UI/UX design principals and standards
- Knowledge of web design standards and graphic design fundamentals
- Knowledge of web development tools and environments, such as Javascript, CSS, Bootstrap, and HTML
- Skilled in designing applications and using programming languages, such as Node.js, JavaScript, jQuery, NPM, NPX, React, Bootstrap, HTML, CSS, Python, PowerBuilder, Visual Studio and Visual Studio Code, or similar tools
- Skilled in programmatically interacting with an Oracle Relational Database
- Skilled in communicating technically complex information both verbally and in writing
- Skilled in providing consistently exemplary customer service
- Ability to support the project programming team lead and ensure proper communication between team members, users, key stakeholders, and management
- Ability to foster and encourage a culture of innovation as a role model and mentor by personally seeking out innovative solutions and methods and sharing those with team members
- Ability to work effectively and positively within a team environment while maintaining cooperative relationships with users, key stake holders, team members, and management

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office, computer room, or other controlled environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. The employee is regularly required to work for sustained periods of time maintaining concentrated attention to detail. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file, and lift or otherwise move supplies or equipment weighing up to forty (40) pounds. The employee occasionally drives a motor vehicle.

Position Type/ Expected Hours of Work
Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel
Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience
1. Associate degree or equivalent.
2. Two (2) years of experience in computer programming, web design, or a related field.
3. Demonstratable work competence in programming, UI/UX design, or web design.
4. Combinations of education, experience, and demonstrated work competence may also be considered.

Preferred Education and Experience
1. Preference may be given to applicants with more demonstrated work competence.
2. Preference may be given to applicants with an Associate degree or higher related to computer programming or graphic design.

Additional Eligibility Qualifications
1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check. Due to potential access to sensitive and protected data, this position is subject to additional criminal background checks as directed by the Information Systems Department.

Career Ladder Advancement
For career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:
1. Possess the required licensure and certifications of the higher classification level.

For Office Use Only

Job Code: 3027	Worker's Compensation: Clerical
Job Title: Programmer I	Background Level: I
FLSA: Non-Exempt	Safety Sensitive: No
Effective Date: 2/29/2024	DOT: No
Public Safety: No	ML: Individual Contributor

2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Receive written recommendation from the department head.
4. Receive approval from the Director – Human Resources.

AAP/EEO Statement
It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____