



**PASCO SHERIFF'S OFFICE  
POSITION DESCRIPTION**

**POSITION NUMBER: 5009/ 501**

**Retirement Class Code: HA (Regular Risk)**

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**Class Title: Senior Software Developer**

**Type of Position CIVILIAN**

**Pay Grade: P40**

**Board Of County Commissioners - Authorized**

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- 1. Workweek:** Full-Time (40 hours)
- 2. FLSA:** Exempt from overtime
- 3. EEO Category:** 02 PROFESSIONAL
- 4. Department:** Information Technology
- 5. Section/Org Code:** Compensation; Org. Code 8810
- 6. Location:** Land O' Lakes
- 7. Job Summary:**

The Senior Software Developer will oversee maintenance of commercial off the shelf software (Public Admin, Public Safety and Jail Management System) and design and implement custom software tools and techniques for the agency. Programming languages currently used by the agency are C#, SQL, WordPress, and android. The intended platforms include Windows, Linux, Android, and Unix systems. Works with various individuals to execute IT software projects within budget and on time. This includes identifying, specifying, and analyzing requirements and processes, managing progress throughout the design, test, and implementation process. Projects are technically difficult, requiring innovative and creative solutions and frequently involve multiple platforms, software, hardware, technologies and tools. Diagnoses software issues and debugs customer problems using industry standard tools as well as custom toolsets. Responsible for end-to-end design, development and standard developer testing of custom software. Authors documentation pertinent to operating and supporting developed software. Maintains commercial software, develops custom software, debugs software, and utilizes diagnostic tools. Participates in IT meetings, leads other developers and performs code reviews and updates. Works closely with the IT Network Security Analyst and outside agencies to improve the overall security posture of PSO information systems. Assists with the development and implementation of IT standards, procedures, and policies. Must be available for software related issues 24/7 and participate in the IT on call rotation. Establishes, maintains, and increases client satisfaction through professional, courteous, and caring service.

**8. Working conditions:** Office environment

**9. Position reports to:** Director of IT

**10. Position directly supervises:** N/A

**11. Education and Experience:** Masters or Bachelors of Science degree in Computer or Information Sciences and certifications in Microsoft technologies along with advanced technology training and possess or obtain in 12 months the MCSD or equivalent in coding,

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preferred language C#/C++. 8+ years of experience as a software developer; demonstrated success developing a variety of software systems while taking on increasing responsibility for analysis, design, implementation and deployment tasks.

- Must have the skills to work in a dynamic environment where priorities change rapidly
- Requires personal and professional integrity
- Proven customer service and problem solving skills, working face-to-face and on-site with customers
- Demonstrated leadership capabilities through projects or other work planning experiences
- Demonstrated experience managing outsourced vendors within the technology field
- Excellent leadership, technical teamwork and interpersonal skills
- Strong analytical abilities

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### 12. Illustrative duties and responsibilities:

#### 25% DUTY AREA – ADMINISTRATIVE: Illustrative Tasks:

Develops sprints and storyboards for assigned coding efforts  
Assists with the administration of the software license tracking program  
Reviews new and continued maintenance agreements for use and applicability  
Develops Standard Operating Procedures for making software changes  
Provides reports on software utilization

#### 75% DUTY AREA - GENERAL DUTIES Illustrative Tasks:

Responsible for the design, development and implementation of agency software efforts.

Plans, designs, analyzes, and provides technical support for software services. Researches and evaluates software services and recommends purchases.

Maintains current agency software services to include public admin, public safety and jail managements systems.

### 3. Associated knowledge, skills and abilities:

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### ***KNOWLEDGE OF:***

- Programming languages and data structure concepts
- Database and operating systems concepts
- Computer and software architectures
- Principles of effective verbal, written, and group communications to accurately and effectively communicate job related information
- Project management principles, practices and procedures as they relate to the effective delivery of software services

### ***SKILLED IN:***

- Troubleshooting and resolving software problems
- Analyzing logically and creatively to identify problems, draw valid conclusions, and
  - develop effective solutions to business problems
- Effectively applying interpersonal and communication techniques with IT professionals and others to create an environment that is conducive to carrying out the mission of the IT organization in an efficient manner
- Analyzing needs and service requirements to create a design
- Generating or adapting software services to serve user needs
- Planning and implementing security measures into software services to protect computer systems, networks and data

### ***ABILITY TO:***

- Conduct task kick-offs, previews and readiness reviews
- Foster working relationships with the team, management and departments
- Explain technical concepts to agency users in the context of business requirements
- Debug software system level problems in a multi-vendor environment
- Make recommendations and design/code/implement projects from conception to successful completion
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Identify complex problems and review related information to develop and evaluate options and implement solutions.
- Utilize effective verbal, written, and group communications to accurately and effectively communicate job related information.

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- Identify measures or indicators of software performance and the actions needed to improve or correct performance, relative to situation
- Work as part of a synergistic team sharing information and working together to better the organization
- Identify and take action to minimize risk to agency systems, data and networks

### PHYSICAL AND OTHER REQUIREMENTS

**20/20 vision (corrected/uncorrected), Ability to hear conversation at a normal level (assisted or unassisted), Ability to stand, kneel, twist, kneel, crouching, and stoop for extended periods of time, Ability to walk a minimum of three miles unassisted, Ability to work extended periods of time while wearing special equipment, Ability to work shifts, Ability to work in hazardous conditions**

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- 14. Equipment or machines routinely used in this position:** Telephone; agency Computer, software programs; calculator; photocopier; facsimile machine; District vehicle.
- 15. Amount and type of supervision position receive:** Employee works under moderate guidance and supervision from the IT Director.
- 16. Review procedures:** Work is reviewed upon completion and/or periodically by the Director of IT. Receives a formal, written performance appraisal once annually, unless in the intro period, then every quarter for the first year.
- 17. This position description lists the duties and responsibilities an incumbent would generally expect to perform. Percentages of time, when used, are annual averages and as such are subject to periodic fluctuations.**

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