



# LAKEHAVEN WATER AND SEWER DISTRICT Job Description

<b>POSITION TITLE</b> MIS APPLICATIONS SPECIALIST	
<b>DEPARTMENT:</b> INFORMATION TECHNOLOGY	<b>SUPERVISOR:</b> DIRECTOR OF FINANCE/INFORMATION SYSTEMS
<b>FLSA STATUS:</b> EXEMPT	<b>INCUMBENTS(S):</b>
<b>SII CODE:</b> 5306	<b>REVISION DATE:</b> 2015-02-05
<b>REPRESENTED BY:</b> AFSCME	<b>REVIEW DATE:</b> 2019-10-31

## **JOB SUMMARY:**

Responsible for the support of third party software used by the District and the design and development of new applications to meet user requirements. The position will work with internal customers as well as third party programmers.

Work is generally performed under general supervision.

## **ESSENTIAL JOB FUNCTIONS:**

- Maintains regular, predictable attendance.
- Physical ability to conform with all safety requirements.
- Responsible for the support of designated third-party information systems, including but not limited to utility management, budget and accounting, payroll, work order/maintenance management, database and report writing, and various in-house developed applications.
- Designs and develops custom applications to meet internal user requirements.
- Assists users to document and define business justification for projects.
- Specifies programming resources required to meet user's needs.
- Defines technical options.
- Designs and creates interfaces, queries and reporting.
- Test and debug installed applications.
- Trains users in the operation of District applications.

## **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- Assist in the training for the applications referred to above.
- Assist in the conversion of remaining Legacy applications, either to existing third-party software or to custom designed applications.

## **EDUCATION AND EXPERIENCE:**

- A bachelors degree in computer science or data processing or equivalent combination of education and experience.

### **KNOWLEDGE SKILLS AND ABILITIES:**

- Ability to function as database administrator (esp. SQL Server).
- Ability to design and maintain custom database applications.
- Prior experience with: Enterprise-wide applications, PC Systems and applications, MS Access, Sharepoint, SQL Server, Crystal Reports, SQL Server Reporting Services, Visual Basic/Visual Basic for Applications and/or C#.Net, Visual Studio, CityWorks, ARCGIS.
- Understanding of Active Directory authentication and permissions.
- Understanding of business and accounting procedures applicable to a utility district.

### **GENERAL REQUIREMENTS:**

- Ability to communicate courteously, effectively, tactfully, and maintain confidentiality.
- Demonstrate strong written and oral communications skills.
- Ability to carry out oral and written instructions.
- Ability to organize and prioritize workload.
- May perform task/job duties of other work unit positions in order to balance workload and/or cross train personnel.
- Proficiency with common office practices, equipment and software.
- Follow all safety requirements set forth by District policy, State and Federal codes.
- Follow all District Policies and Procedures.
- Other duties as assigned.

### **SPECIAL REQUIREMENTS:**

- Depending on area of assignment, must have valid WA State Driver's License.

### **WORK ENVIRONMENT:**

- Work is generally performed in an office environment.
- May require shift, weekend and holiday work as required by emergency or work assignment.
- Anticipated to respond in emergency situations.

### **MACHINERY, TOOLS, EQUIPMENT, PERSONAL PROTECTIVE EQUIPMENT:**

**PHYSICAL DEMANDS:**

**N:** Never (not at all)

**O:** Occasional (1-33% of the time)

**F:** Frequent (34%-66% of the time)

**C:** Constant (67%-100% of the time)

STRENGTH:  Sedentary  Light  Medium  Heavy  Very Heavy

	Frequency	Comments	
Sitting	C		
Standing	O		
Walking	O		
Driving	O		
Lifting: 25 lbs.	O		
Carrying: 25 lbs.	O		
Push/Pull: 25 lbs.	O		
Climbing Stairs/Ladders	O		
Working at Heights/Balancing	O		
Bending at Waist	O		
Twisting at Waist	O		
Crouching/Kneeling	O		
Crawling	O		
Reaching	O		
Repetitive Motion	F		
Handling/Grasping	O	Pinch Grasp %	Whole Hand Grasp %
<i>Comments for line above:</i>			
Fine Finger Manipulation	C		
Talking	F		
Hearing	C	Indoors %	Outdoors %
Seeing	C		
Temperature Extreme	N		
<i>Comments for line above:</i>			
Vibration	O		
Other			

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals

may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.