



**SOFTWARE APPLICATIONS SPECIALIST**  
**Office of Central and Information Services**  
**Salary: \$73,975.00**

This is a provisional position pending a future civil service examination. This is a highly specialized position designed to fully support stand-alone and networked software applications. The incumbent works with users to ascertain software and programming needs, and develops appropriate applications, or recommends new systems to meet such needs. The incumbent installs, configures, documents, and supports such systems. The position is also responsible for developing training programs to facilitate optimal use of software systems, and to develop appropriate evaluation procedures to measure software performance. The incumbent also provides direct user support as required. Work is performed under the general direction of higher level staff with considerable leeway in carrying out day-to-day operations. Supervision of others is not a normal function of the position.

**TYPICAL WORK ACTIVITIES**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title. Develops and maintains standards and procedures related to application system design, software and data conversion, system installation and integration, system configuration, security implementation, and programming methods; consults with users in all phases of application program development and/or system implementation, establishing input/output requirements, workflows, format and generation of reports, manipulation and distribution of data; identifies appropriate logic, design, and procedures required to create and implement software systems as requested by users; performs installation and upgrade of application software systems and system support software on servers and workstations; performs installation, customization, configuration, and programming of application software, including integration with other software systems; uses database tools to query databases, perform data manipulation, and uses data to create reports and present information to staff and users; provides ongoing technical assistance to information technology / computer center staff and systems users; develops and participates in programs for training staff in the use of software programs or recommends appropriate training options; evaluates existing operating system and application software, recommending changes and improvements when appropriate; establishes and maintains procedures to collect, evaluate, and modify application software performance; consults with supervisor on technical matters and in scheduling and prioritizing projects; works with other information technology / computer center staff on technical matters, project tasks, and user support; maintains technical reference materials and other records; provides support in other areas, such as initial setup, software maintenance, operating system or network support.

**MINIMUM QUALIFICATIONS**

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER:           (A)     Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in computer science, information systems, information technology, or a closely related field, AND two (2) years of full-time work experience which primarily involved application software implementation, programming, management, and support in a networked, enterprise environment;
- OR:                 (B)     Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in computer science, information systems, information technology, or a closely related field, AND four (4) years of full-time work experience as described in (A);
- OR:                 (C)     An equivalent combination of training and experience as indicated in (A) and (B) above.

**SPECIAL REQUIREMENTS**

Possession of a valid driver license to operate a motor vehicle in New York State at time of application and to maintain the position.

FINGERPRINTING: A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

For immediate consideration, submit an application on or before August 10, 2018 to:

Dutchess County Department of Human Resources  
22 Market Street, Poughkeepsie, NY 12601  
Phone: 845-486-2169  
Website: [www.dutchessny.gov](http://www.dutchessny.gov)  
An EEO/AA Employer

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