

**Berkeley County Government**

**JOB OPENING – EXTERNAL POSTING**

**PROGRAMMER/DATABASE ADMINISTRATOR (PS101310)**

**DEPARTMENT: BCWS – INFORMATION TECHNOLOGY**

**JOB SUMMARY/ESSENTIAL FUNCTIONS:** Implement and develop IT applications, including computerized business systems software that meet the County's operational and technological requirements. Provide overall management of activities for specific software applications and related hardware issues, including patching and maintaining server infrastructure. Consult with IT staff, department directors/managers, supervisory staff, consultants, and vendors to gather information about application needs, objectives, functions, features and interface requirements. Provide technical assistance by responding to inquiries from others regarding errors, problems or questions about specific applications. Keep abreast of current developments regarding security issues and web technologies through continuing education, professional reading, listservs, participation in conferences and professional groups and write code to guard against security vulnerabilities. Train end users or technical support staff to use applications. Troubleshoot existing applications and/or hardware issues for resolution and consults with IT staff. Perform other duties as assigned.

**QUALIFICATIONS:**

Bachelor's Degree in Computer Science or a related field and four (4) years related IT experience in business or government programming; or Associates degree in Computer Science or related field with a minimum of five (5) years' related IT experience in business or government programming.

Working knowledge of personal computers and peripheral devices with a good understanding of the Internet application systems environment.

Working knowledge of Visual Studio and SQL required.

Working knowledge of operating systems MS Windows.

Working knowledge of languages ASP.Net (C#), SQL, HTML5, CSS, JavaScript, PHP, Visual Basic, and VBScript preferred.

Ability to use internal and external resources for research.

Ability to manage multiple tasks in an environment with short deadlines and maintain flexibility to meet organizational goals.

Must be able to work independently or in a team while maintaining effective working relationships with various internal and external customers.

Must have excellent communication, interpersonal and customer service skills and be able to exercise discretion, tact and professionalism.

Knowledge and experience with specific application areas of government may be preferred.

Project management, implementation, conversion and applications and development experience preferred.

Must be organized, detail oriented, and multi-tasking.

Clerical skills including filing, customer service, math, data entry and correct grammar usage.

Skilled in the use of general office equipment.

Departmental testing may be administered during interviews.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

**PHYSICAL REQUIREMENTS:**

This position requires the employee to frequently sit and use hands to handle or operate objects; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must be able to sit and stand for long periods of time.

The employee must lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. 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.

**SAFETY INFORMATION/DUTIES:**

Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

**HOURS OF WORK/MISCELLANEOUS DUTIES:**

**This position is classified as exempt and reports directly to the BCWS IT Manager.** Thirty-seven and one half (37.5) hours per week. Normal working hours are 9:00 a.m. and 5:00 p.m. Monday through Friday with the ability to work flexible hours when necessary. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website [www.berkeleycountysc.gov](http://www.berkeleycountysc.gov) and follow the prompts. For questions, contact Human Resources at 843-719-4163. Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

**Programmer/Database Administrator – Grade: C39**

**Date of Posting: 04/29/2016**

**Entry Level Bi-Weekly Pay Range: \$1916.83 - \$2204.36**

**Closing Date: Subject to close at any time.**

**BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.**

All employees of Berkeley County Government are employed on an “at-will” basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

***APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.***