



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b>	902-3200-013	<b>Last Revised:</b>	06/14/2013
<b>Position Title:</b>	Applications Developer	<b>Department:</b>	Information Technology
<b>Reports to:</b>	Enterprise Systems Manager	<b>Division:</b>	Finance

**Primary Function:** Develops and modifies the application and database solutions that meet client requirements under direct supervision.

- Job Duties and Responsibilities:**
- Designs database schemas utilizing Microsoft SQL Server and Microsoft Access database technology. Analyzes designs, develops, tests, and implements software code using Microsoft Visual Studio or Microsoft Access to insure user-friendly graphical interfaces. Generates, organizes, secures, and delivers interactive reports using Microsoft SQL Server Reporting Services.
  - Creates User Manuals for use by the end-users for each custom application developed providing step-by-step instructions for each screen and report included in an application. Develops and maintains technical and project documentation, including diagrams and flowcharts to document databases and user interfaces.
  - Provides technical expertise and direction in developing database applications. Works with ERP Manager to migrate legacy databases, schemas and specialized database applications to a SQL Server database. Recommends solutions to data access problems in existing and developing systems. Responsible for creating, implementing and debugging stored procedures and functions.
  - Ensures applications follow the appropriate standards, meet or exceed user requirements, and are completed in a timely fashion.
  - Participates in all phases of the software development cycle.
  - Answers, evaluates, and prioritizes telephone, email, and in-person requests for assistance from users experiencing problems with database/software access or performance. Logs and tracks calls using problem management database, and maintains history records and related problem documentation.
  - Performs other duties as requested by supervisor.

**Education /Experience:** A minimum two-year degree in the field of Information Technology or Business; or four years experience in developing applications; or an equivalent combination of education and experience. Must have experience working with concepts and technologies of information systems and programming. It would take 6-12 months to become proficient in this job.

**Job Knowledge:** Must have working knowledge of information systems concepts and technologies. Experience in developing and implementing applications using Visual Studio with an MS SQL backend. Working knowledge of MS Access. Requires the ability to plan and coordinate schedules and activities with contractors, users, subordinates, and team members. Requires the ability to read and interpret technical computer manuals. Oral and written communication skills are necessary. Must be able to work independently and as a member of a team. Must possess a valid North Carolina driver's license.

**Complexity of Duties:** Constantly evaluates and modifies existing systems to meet operational requirements. Must understand all ramifications and effects of any changes to the system. Must use problem-solving

skills and be able to analyze data in performing job duties. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information, and respond to questions from groups of managers, clients, customers, and the general public. Ability to think broadly and consider impacts across systems and within the organization.

**Contact with Others:**

Internal/external professional contacts include the divisional deputies, directors, tribal staff, coworkers, auditors, vendors, and the general public, to exchange and/or provide information. Interpersonal skills are required along with tact, decorum, and professional etiquette. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Confidential Data:**

Has indirect access to most Tribal data. A part of the Tribal information is public record; however, most is not and should be kept confidential. Must adhere to the nondisclosure/confidentiality agreement of the Tribe in performance of job duties.

**Mental /Visual /Physical Effort:**

This is a multi-tasking position which is subject to frequent interruptions requiring varied responses. Includes scheduled deadlines. Must have ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Occasional lifting or moving of equipment.

**Environment:**

Works in a normal business office environment with frequent travel to Tribal program locations.

**Supervision Received:**

Works under the guidance of the ERP Manager. The ability to plan and complete work independently is required.

**Responsibility for Accuracy:**

We must use professional judgment to interpret and prioritize to provide for the needs of the Tribal programs. Information system hardware and software must be set up for ease of use and practicality for tribal employees who have access.