

Oklahoma Farm Bureau & Affiliated Companies Job Description

Job Title: Software Developer		Department: Information Systems	
Accountable to: Programming Manager		Issued: 2020	Revised: 9/2020
Grade Level: 13	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern <input type="checkbox"/> Seasonal	FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	Position Details: <input checked="" type="checkbox"/> Individual Contributor <input type="checkbox"/> Supervisor/Manager (direct reports)

Primary Purpose: Develop, create, and modify general computer applications software or specialized utility programs. Analyze user needs and develop software solutions. Design software or customize software for client use with the aim of optimizing operational efficiency. May analyze and design databases within an application area, working individually or coordinating database development as part of a team.

Technical Skills includes some of the following. Other duties may be assigned.

- Enterprise Application Development using the Spring Framework, Hibernate, and Angular front-end web framework in Java, Typescript and SQL.
- Experience with Sharepoint, WordPress, Drupal, GravityForms, PHP, and MySQL developing, configuring, and implementing Office 365 enterprise application solutions.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Coordinates complex information system developments or revisions and implements technical functions to achieve the desired result in the system or system enhancement.
2. Follows approved life-cycle methodologies, creates design documents, and performs program coding and testing.
3. Develops and conducts program tests; develops test plans and data, performs and/or oversees testing to verify the program function correctly and ensure modifications haven't caused error to other areas of the program.
4. Interfacing programs and systems.
5. Resolves technical issues through debugging, research and investigation.
6. Conducts and coordinates investigative and analytical studies of complex system functions and operations to select approaches for the resolution of complex problems or improving the efficiency of existing systems.
7. Develops complex program documentation using structure diagrams, behavior diagrams and interaction diagrams, system and program flowcharts, test plans and conversion plans.
8. Reviews the development and coding of programs and systems. Ensures appropriate documentation is utilized in information systems projects.
9. Performs post implementation reviews to determine if the system cost objectives of the project were achieved.
10. Analyzes and recommends new procedures and techniques to improve the supported systems.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

1. Member Service - Manages difficult or emotional member situations and directs to appropriate members of department staff.
2. Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control.
3. Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.
4. Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Able to read and interpret written information.
5. Teamwork - Gives and welcomes feedback; Contributes to building a positive team spirit.
6. Business Acumen - Understands business implications of decisions.
7. Diversity - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
8. Ethics - Treats people with respect; Works with integrity and ethically; Upholds organizational values.
9. Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
10. Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment.
11. Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.
12. Professionalism - Approaches others in a tactful manner; Treats others with respect and consideration regardless of their status or position.
13. Quality - Demonstrates accuracy and thoroughness; Monitors own work to ensure quality.
14. Adaptability - Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.
15. Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent.
16. Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals.
17. Initiative - Volunteers readily; Seeks increased responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

1. Knowledge, skill, and development equivalent to the completion of a four-year college degree with course work in computer science or directly related fields.
2. Extensive knowledge of IT concepts and principals, theories and functions of computer systems, and the principles and techniques of IT documentation.
3. Extensive knowledge of methods, procedures, and techniques of conducting studies for system conversions and enhancements, including the use of structure, behavior, and interaction diagrams in the analysis and design of web-based systems.
4. Experience in P&C Insurance, developing insurance related activities in web applications, and working with a small development teams desired.

- **Language Skills**
 - Ability to read and interpret. Ability to write routine reports and correspondence.
- **Reasoning Ability**
 - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills**
 - To perform this job successfully, an individual should have knowledge of computers and computer systems including hardware and software, such as, MS Word and/or Word Perfect, MS Excel and/or Lotus 1-2-3, etc.
 - Knowledge of email and maintaining calendar schedules on the computer.
- **Other Skills and Abilities**
 - Ability to effectively participate in and profit from continuing education, both formal and in-service training setting
 - Ability to analyze data logically and exercise sound judgment in defining, evaluating, and solving difficult technical and operational problems where solutions may be of a precedent-establishing nature.
 - Ability to gain and maintain effective working relationships with associates, vendors, clients.
- **Other Qualifications**
 - Worker is expected to maintain regular attendance.

Physical Demands

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch, or crawl.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The worker is regularly in a typical office environment and is not subject to adverse environmental conditions. The noise level in the work environment is usually moderate.