



## Application Developer Analyst (ADA) - Suburb of Charlotte, NC - Information Technology

The Application Developer Analyst (ADA) is a member of a 12-14 member Information Technology (IT) Department in a cooperative utility. The primary role of this position is to develop, test, implement, recommend and maintain the Company's Information System. The Application Developer Analyst gathers business requirements, develops to those requirements, documents use of the application and works with the Application Systems Analyst (ASA) on implementing new company processes that will provide process improvements and company efficiencies. \$75 - \$85 K + Benefits + Relocation.

### Broad Scope Responsibilities:

- ⊖ Supply end users with information and accurate reports to operate the business.
- ⊖ Provide direction and recommendations on computer-oriented system solutions and design.
- ⊖ Provide application support to the end-users, ensuring that processes are identified, efficient and are being used. Identify and resolve training needs that may exist.
- ⊖ Manage the development and implementation of software applications – including testing, process re-engineering, training, documenting, and maintaining systems.
- ⊖ Define projects schedules – track and present progress according to the defined schedule.
- ⊖ Serve as the liaison between vendors and end user departments to resolve software issues.
- ⊖ Identify and communicate hardware requirements to the network group.
- ⊖ Develop test scenarios and work with the database administrator to provide an environment where proper testing may take place. Test needed upgrades and patches and then install into production.
- ⊖ Develop applications or program interfaces within an Oracle/Unix/Linux/Windows environment.
- ⊖ Keep abreast of vendor software direction, software enhancements and requirements. Ensure the company is in compliance with release requirements.
- ⊖ Direct and promote an end-user computing environment and support systems, which extends computing capabilities directly to the end-user in terms of software tools, computer hardware, development/maintenance guidelines, training and consulting.
- ⊖ Write/Update user manuals that describe installation and operating procedures.
- ⊖ Review security issues with the other IT staff (and inform the Manager of Applications Systems) to ensure data integrity and accuracy.
- ⊖ Strictly enforce all copyright laws as they regard to copying, distribution, and use of software as stated in software license and EU Electronic media policies.
- ⊖ Keep current with technology trends and maintain skill set to implement new technology.
- ⊖ Observes all safety, work rules and regulations
- ⊖ Works with representatives of various departments in assessing departmental needs, accessing and evaluating new IT projects, and re-engineering system processes.
- ⊖ Works with application vendors to prioritize and resolve software issues.

**Application Developer Responsibilities:**

- ⊖ Provide control and accuracy of application reports and processes to achieve objectives.
- ⊖ Maintain current and appropriate data files on all applications that fall under the IT umbrella.
- ⊖ Work with the Application Systems Analyst and end users with the implementation of new processes and procedures within the department.
- ⊖ Maintain and enhance efficiencies within departments by providing additional software capabilities.
- ⊖ Assist in the preparation of reports and other computer output for departmental distribution.
- ⊖ Review nightly processes and resolve issues that may arise.
- ⊖ Schedule and run special request jobs as required.
- ⊖ Attend conferences and training as requested by the Manager of Applications Systems.

Maintain relationships with employees, staff and vendors to ensure that software issues are resolved, future software direction is identified and supported environments are kept up to date. Maintain necessary job related external contacts to assure satisfactory results. **Direct reports:** none

**Authority:** The Application Developer Analyst is authorized to take any actions necessary to carry out the responsibilities delegated to him/her so long as such action does not deviate from established corporate policies and is conducted with sound business judgment. Exceptions to this authority are limited by the discretion by the Manager of Applications Systems.

**EDUCATION** – Must have a Bachelor’s Degree in Information Technology or related experience. Education may be substituted with additional experience.

**EXPERIENCE-** Must have five (5) years’ experience in IT with 1 year experience acting as an applications developer analyst. Additional experience with Oracle, Actuate, Cayenta, MS Access, Excel spreadsheets, other third party reporting tools desired.

**KNOWLEDGE-** Should possess knowledge in utility billing applications, general accounting, meter reading, general math, and application management. Must have working knowledge of relational databases and client-server concepts, preferably with Oracle. Working knowledge of applications including Customer Information Systems – preferably Cayenta, Outage Management Systems, GIS Systems, IVR Systems, Financial Systems, AMI, and HRIS.

**ATTITUDE** - Must have a positive, open mind and considerate attitude toward the responsibilities of the position. Must be a self-starter. Must have an attitude of neatness, orderliness and accuracy toward the job. Must possess a very conscientious attitude toward systems and data management.

**PERSONAL CHARACTERISTICS-** Must be of high moral integrity, pleasing personality and possess good personal habits. Must be in good physical shape and mental health. Must be neatly groomed and dressed. Must be able to project a good public image. Must possess characteristic of confidentiality.

**ABILITIES AND SKILLS** - Must have ability to implement project plans, make sound decisions from observations and carry out instructions. Must possess superior mathematical abilities. Must be able to work under pressure and meet deadlines; as well as, work in harmony with many different personality types. Must be able to work with very little supervision and be proactive in responsibilities. Must possess a strong ability to communicate in both verbal and written form.



**WORKING CONDITIONS** - Normal working conditions and hours of 8:00 a.m. until 5:00 p.m. Some irregular working hours may be required. The duties of this position are primarily performed in an office environment or computer room with travel required as necessary to the position. Must be available for work during adverse weather conditions.

**WORK REQUIREMENTS** – Must possess and maintain a valid North Carolina driver’s license with good driving record. All employees assigned to headquarters or non-direct operational positions must make their domicile within one of the nineteen counties served by the Cooperative.

**SAFETY** - Performs all assignments safely assuring compliance with all Safety related rules, regulations and policies.

**EXEMPT STATUS** – This position is exempt as defined by the Fair Labor Standards Act as amended.

**NON-DISCRIMINATION** – PReP Intl and our client are Equal Opportunity Employers. This position will be filled on the basis of qualification and ability to perform the essential functions of the job and without regard to race, religion, sex, age, national origin, disability, veteran status or any other basis prohibited by law.

Interested and qualified parties should register and complete a Career Interest Questionnaire (CIQ) online at [www.prepintl.com](http://www.prepintl.com). Then forward a word version of your resume when prompted.