



COUNTY OF GALVESTON

**CLASSIFICATION TITLE:** Senior Application Specialist  
**DEPARTMENT:** Information Technology  
**REPORTS TO:** Application Supervisor

IT/26

**PAY GRADE:** 21 **Date Created:** August 1, 2002 **Approved by:** \_\_\_\_\_  
**PAY STEP:** \_\_\_\_\_ **Date Revised:** October 8, 2008\_ **Approved by:** \_\_\_\_\_  
**FLSA STATUS:**  Exempt  Non-Exempt **Salary:** \$49,266- \$54,381

**POSITION SUMMARY:** This position develops and supports custom interfaces, reports and utilities as well as one off database applications to go with COTS applications the county currently owns or buys in the future.

**ESSENTIAL FUNCTIONS**

Maintains and builds custom interfaces, reports and utilities for a variety of COTS systems; Using SQL, COBOL, VB, C, XML and other current programming languages as well as reporting packages such as Crystal Reports to perform duties.  
Creates and maintains SQL, Oracle, Informix, Access and other database instances to enhance user functionality;  
Writes and maintains complex Adhoc reports for IT and user departments.  
Develops reports display screens and application interfaces into various systems to meet IT and user's needs.  
Analyzes system problems and provides recommendations or resolutions to problems.  
Updates tables for various applications owned by the County.  
Will provides technical expertise in the evaluating and selecting of software packages.  
Performs other application related duties as assigned as well as non application related duties required to meet the mission of the department.

**REQUIRED KNOWLEDGES AND SKILLS**

Comprehensive knowledge of; the purposes, principles, terminology, and practices employed in information technology and database development.  
Comprehensive knowledge of; the legislation, current problems, and professional literature associated with the fields of information technology and database development.  
Comprehensive knowledge of; advanced professional techniques in the fields of information technology and database development.  
Comprehensive knowledge of; local and state law, procedures, and policies as they relate to the mission of the department.  
Comprehensive knowledge of; all computer software systems and applications used by the department.  
Comprehensive knowledge of; relational databases and related programming languages.  
Comprehensive knowledge of; computer processing, programming and systems analysis techniques is required.  
Thorough knowledge of the application of new and existing technology to county department operations is required.  
Thorough knowledge of the preparation and interpretation of statistical, technical, and narrative reports regarding system activities is required.  
Skill in analyzing current problems, assessing future problems, and formulating complex action plans to facilitate resolution of said problems.  
Skill in performing standard and complex mathematical calculations is required.  
Physical conditioning commensurate with the demands to perform the functions required of this position.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

The work is typically performed while sitting at a desk or table. The work is typically performed in a standard office setting.

**SUPERVISORY RESPONSIBILITY**

**MINIMUM QUALIFICATIONS**

Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.  
On the job experience sufficient to thoroughly understand the work of subordinate positions and to be able to answer questions and resolve problems, usually associated with five to ten years experience or service.