

## **CITY OF FONTANA JUNIOR SOFTWARE ENGINEER**

**DEFINITION:** Under the immediate supervision of the Software Development Engineer, this entry-level position will assist with the development of software applications for the City. The incumbent will collaborate with and support Business Systems Analysts in developing project plans and specifications for software development, including interface programming, “gap” programming, and application development. They will also assist with the design, development, configuration, maintenance, and implementation of software and business processes for the City.

**ESSENTIAL FUNCTIONS:** The incumbent must have the ability to:

- Understand business requirements by participating in interviews with business teams.
- Assist with the development of prototypes and functional/technical specifications to meet business needs.
- Assist with the design and development of flexible, scalable, and extensible server-side, client, and web applications.
- Assist with the development of test plans/scripts and the coordination of testing with business teams.
- Maintain applications with proper issue triage and rapid issue resolution.
- Actively engage in team-based solution design and problem-solving activities.
- Actively assist with the implementation of continuous improvements to applications and processes.
- Write detailed system documentation that can be used by other technical staff to fully understand the structure and operation of the system.
- Write easily understandable user documentation that explains to non-technical users how to effectively use the application that was developed.
- Follow appropriate project management protocols and procedures.
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Effectively communicate, both verbally and in writing, with a variety of audiences.
- Maintain prompt and regular attendance.
- Sound judgement and attention to detail.
- Employee must perform any other tasks or functions deemed necessary to the daily operations of the employer.
- This position is always evolving. Therefore, the employer reserves the right to modify this job description, as necessary.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** In the performance of daily activities, this position requires frequent standing and walking; sitting for extended periods; normal manual dexterity and hand/eye coordination; corrected vision to normal range; written and oral communication;

use of standard office equipment to include computers, telephone, copier, calculator and facsimile; frequent contact with other staff and the public; ability to push, pull, lift or drag up to 25 pounds.

## **EXPERIENCE AND TRAINING GUIDELINES**

A combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The incumbent must have knowledge and background in the following:

- Methods and techniques of understanding business processes and developing software solutions.
- Familiarity with application development standards, practices, principles, and regulatory requirements.
- Methods for creating relational database queries.
- Methods for maintenance of databases and implementing structural changes to develop web-based applications used by the City.
- Programming methods, development environment programs, and debugging methods to develop web-based applications used by the City.
- Basic accounting, statistical, business, and office procedures commonly supported by system applications.
- Ability to work on team projects and collaborate with creative and business teams.
- Excellent oral and written technical communication skills.
- Ability to interact effectively with technical and non-technical city staff and/or citizens.
- Acute attention to detail and reliable problem-solving ability.
- City policies and departmental work procedures and quality standards.
- Knowledge of relevant tools, software, and/or technology used within the role.
- Understanding of organizational policies, procedures, and best practices.
- Principles and practices of excellent customer service.
- Knowledge of safe work practices, OSHA regulations, and workplace health and safety procedures to ensure a safe working environment.

Ability to:

- Analyze data and develop logical and cost-effective solutions to problems.
- Develop new or revise existing computer applications, ensuring code is maintainable, supportable, performs upon implementation, and meets design specifications.
- Understand and apply user systems specifications in performing systems evaluation, design, and programming.
- Troubleshoot software issues and create manageable solutions.
- Prepare clear and concise program documentation, user procedures, reports of work performed, and other written materials.
- Ability to use a personal computer, telephone, and other electronic devices, to access information, complete documentation, and communicate effectively.
- Ability to understand and follow both oral and written instructions accurately.

- Ability to identify issues, evaluate data, and implement effective solutions (problem solving).
- Ability to manage multiple priorities and meet deadlines.
- Ability to work collaboratively with others in a team environment.
- Ability to perform tasks accurately and thoroughly, with a focus on quality.

**Education:** Equivalent to an Associate's Degree in Computer Science, Engineering, Mathematics, or a closely related field.

**Experience:**

- Experience with most, if not all, of the City's current application development tools and standards, in industry or academic environments.
- Experience with database technologies and relevant experience with the City's database standards, in industry or academic environments.
- Familiarity with UML program development standards is desirable
- Familiarity with GIS concepts and development is desirable

**LICENSES/CERTIFICATES:** Possession of, and continuously throughout employment, a valid California Class "C" Driver's License or equivalent.

**SUPPLEMENTAL INFORMATION:** Successful candidates will be required to pass an abbreviated background investigation conducted by the Fontana Police Department.

Notes:

Classification established August 14, 2025