



AT-WILL EMPLOYEE JOB DESCRIPTION Child Care Council of Kentucky, Inc.

Position Title:	Technology Specialist
FLSA Status:	Non-Exempt
Type of Position:	Hourly
Department Name:	IT
Reports To:	IT Coordinator
Management Status:	Non-Management
Direct Reports:	N/A

JOB SUMMARY

The **Technology Specialist** is responsible for managing and supporting the computer system/website for the Child Care Council. This position is also responsible for creating programs for computer systems to regulate information flow. This person will work with the different departments within the agency to develop software applications as per the need of the projects within those departments to create a seamless system for workflow.

ESSENTIAL FUNCTIONS OF THE JOB

- Demonstrate general knowledge of all aspects of the Child Care Council.
- Create step by step programs, which run per the requirements of the specific project.
- Write trial programs and test them for errors.
- Monitor and regularly test all software applications in the agency.
- Arrange project requirements in programming sequence by analyzing requirements; preparing work flow and using knowledge of computer capabilities, subject matter, programming language and logic.
- Protect operations by keeping information confidential.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Prepare detailed workflow charts and diagrams that describe input, output, and logical operation, and convert them into a series of instructions coded in a computer language.
- Perform special projects as assigned.
- Ensures back up for data is made on a regular basis.
- Ensures the integrity and security of any collected data. Unauthorized individuals should not be able to access data.
- Demonstrates knowledge of C#, SQL database, and ASP.net.



OTHER DUTIES AND RESPONSIBILITIES OF THE JOB

- A thorough knowledge regarding computer programming languages.
- High level of accuracy and attention to detail.
- Strong problem-solving capabilities.
- High level of creativity for new approaches to software development.
- Ability to multitask.
- Ability to work under stress and submit work within deadlines.
- Must be willing to travel to other counties and use own car as transportation.
- Demonstrate a high level of ethical behavior.
- Any other duties as assigned

SKILLS AND ABILITIES

- Excellent communication skills
- Thorough knowledge of computers
- Detailed organizational skills
- Attention to details is critical
- Ability to make decisions
- Ability to work with little supervision
- Ability to work as part of a team
- Professional and courteous
- Accountability
- Sound judgment in dealing with issues
- Capacity to maintain confidentiality
- Proficient in Microsoft Office Programs and Web related database applications

EXPERIENCE REQUIREMENTS

- Computer programming experience is required. At least 2 years documented computer related work experience is preferred.

EDUCATION / CERTIFICATION REQUIREMENTS

- An Associate's Degree or Bachelor's Degree in Computer Science or Information Systems is required.

PHYSICAL REQUIREMENTS ESSENTIAL TO PERFORM THE DUTIES OF THE JOB

- Frequently remains in a sitting position at a desk to perform work related duties.
- Frequently uses the computer.
- Occasionally exposed to outside elements when traveling for business.
- Occasionally lifts objects weighing up to fifteen (15) pounds when moving supplies.



ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **Technology Specialist** and agree to perform all job functions and duties in a safe manner and in accordance with the organization’s established policies and procedures.

I hereby understand and acknowledge that my employment relationship with this organization would be of an “at will” nature, which means that the employee may resign at any time and the employer may discharge an employee at any time and for any or no reason. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

The job duties outlined herein are general statements and essential competencies that describe the basic job requirements and cannot state in words every aspect of job content. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. By signing below, I affirm that I can meet the essential functions of this position.

_____	_____
Employee Name - Signature	Date

Employee Name - Print	
_____	_____
Supervisor Name - Signature	Date