

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2025**

ENGINEER III - SOFTWARE

FLSA STATUS: NON-EXEMPT - PAY GRADE: 22- P

**JOB FAMILY: INFORMATION TECHNOLOGY
JOB FUNCTION: BUSINESS SERVICES**

GENERAL STATEMENT OF JOB

The Engineer III Software leads the project planning, development, and implementation of systems/applications portfolios and all associated programming, analysis, coordination, and related work. This position performs systems applications design, development, and maintenance work.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Designs, modifies, develops, writes, and implements new and existing software applications.

Supports and/or installs software applications and/or operating systems. Implements new or enhanced applications into production.

Participates in the testing process through test review and analysis, test witnessing, and certification of software. Performs unit testing on software applications prior to releasing new or enhanced developments to business users for system or acceptance testing

Reviews, analyzes, and evaluates business systems and user needs formulating systems that align with overall business strategies. Writes detailed descriptions of user needs, program functions, and steps required to develop or modify applications and/or processes. Creates design documentation based on functional and technical requirements, documents processes, designs workflows, and implements procedures.

Develops and implements code to extract data from legacy systems and loads it into staging tables in the target system via customized application programs. Utilizes database tools to transfer the converted data to production and ensures any missing conversion data is loaded into the target system using SQL scripts.

Provides production support by promptly identifying and troubleshooting system issues. Documents and addresses PeopleSoft bugs in CS, HCM, FSCM, and iHub.

Identifies gaps between software applications and designs appropriate solutions. Creates external integrations in PeopleSoft, focusing on integration methods and opportunities for enhancement.

Manages IT projects in collaboration with external vendors to ensure timely and accurate project completion. Coordinates deployments, upgrades, and customizations with vendors, and works with the managed services provider to schedule deployments, refreshes, troubleshoot issues, and document changes.

Creates training materials, including wikis, websites, and videos, for all college members. Identifies the training needs, determines the appropriate delivery mediums, and selects the most effective training methods to ensure successful learning outcomes.

Builds relationships with faculty, staff, and students to identify IT needs and improve the overall user experience.

Provides software systems support to college-wide end users to support student success.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

May act in a lead or supervisory capacity directing support staff, as assigned.

MINIMUM QUALIFICATIONS

Associate's degree in a related field from a regionally accredited institution and two (2) years of related experience, or High School Diploma/GED and four (4) years of related experience in design, development, testing, and implementation of software applications and database development

PREFERRED QUALIFICATIONS

Bachelor's degree from a regionally accredited institution and four (4) years of directly related experience and thorough knowledge of systems development. One (1) year of experience/exposure with OnBase (or similar Content Management Software), Jira (or other similar Project Management Software), RDP (remote desktop or other similar server technologies), and analyzing, developing, and documenting business processes.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 1/30/12

Revised: 2/12/25