Cow Creek Government Office

Position Description

Position Title: IT Developer

Department: Finance

Reports To: IT Director

FLSA Designation: Exempt

POSITION PURPOSE:

Development and on-going maintenance/configurations of our Laserfiche installation/system.

ESSENTIAL FUNCTIONS:

- Continued development of our current paperless office system to include forms, folders, department, and workflows. There may be some scanning and training involved as well.
- Programming work flows.
- Creating departments, folders, schedules in Laserfiche.
- Documentation of system and modifications.
- Interviewing users and department managers and documenting requirements.

QUALIFICATIONS:

- Associates degree in Computer Science with emphasis on programing/software development or equivalent mix of verifiable experience and formal training/self-study.
- Knowledge of SQL queries.
- Demonstrated ability to evaluate user requirements.
- Demonstrated ability to code. (Any language should suffice as successful candidate will undergo Laserfiche training.
- Good logical thinking skills.
- Good written skills.
- Current valid Oregon Drivers' License.