JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

IT Applications Developer I

Job Code: 10518

Salary Grade: 22

FLSA Status: Exempt

Job Family: Information Technology

Job Subfamily: IT Applications

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Position Summary

Develops and modifies routine software applications under general supervision. Writes and tests source code, debugs assigned applications, and maintains technical documentation.

Job Responsibilities

1. Writes and tests source code for assigned software applications.
2. Modifies existing applications based on documented requirements.
3. Builds application prototypes from standard specifications.
4. Maintains technical documentation for assigned applications.
5. Supports end-users with routine technical inquiries.
6. Evaluates costs, analyzes user needs, and conducts feasibility studies for proposed systems.
7. Assists with institution-wide implementation of systems.
8. Assists with related administrative tasks such as inventory, billing, and record keeping.

Minimum Requirements

Required Education & Experience:

- Education: Bachelors Degree
- Experience: 0 years
- Will accept 4 years of directly related IT or technical experience in lieu of the Bachelor's degree, for a total of the stated experience plus 4 years.

Required Certifications or Licenses:

- A valid Oklahoma driver's license is required to operate University vehicles. (Employees who do not currently hold an Oklahoma driver's license must be able to obtain one within 30 days of hire.)

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge: Performs duties with a foundational working knowledge of routine work processes, tools, principles, theories, and concepts.
- Communication & Collaboration: Exchanges standard information with colleagues and immediate supervisor.
- Problem Solving: Recognizes and escalates unusual situations or problems.
- Autonomy: Receives direction on priorities, assignments, and approaches while developing professional judgment.
- Leadership: Primarily an individual contributor with no formal leadership responsibility.

Working Conditions

- Standard office environment.
- Prolonged periods of sitting and working at a computer.
- Frequent use of a keyboard and repetitive motion.
- Occasional lifting of up to 25 pounds.

- May experience periods of elevated workload and competing deadlines.

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