



JOB TITLE: IT SYSTEMS DEVELOPER

REPORTS TO: IT MANAGER

Revision Date: 03/2017

JOB FUNCTION: To develop IT hardware and software solutions throughout the organization.

DUTIES AND RESPONSIBILITIES:

Existing Systems: Integration, Enhancements & Customizations

- Develop various customizations and enhancements within the context of existing systems, software, hardware, databases, and reporting.
- Integrating existing systems to increase automation and minimize redundancy and unnecessary data entry.
- High level technical support with existing systems, software and hardware.
- Involvement in business process analysis and redesign in order to identify systems improvement opportunities.
- Coordinate assistance from other IT staff and/or outside vendors when necessary.
- Coordinate testing and implementation of new systems and system migrations.

Application Development

- Develop new software applications to share and track information in new ways.
- Integrate new applications with existing systems and databases.
- Documentation of new applications and end user training.
- Gather input from stakeholders throughout the organization in order to maximize effectiveness and impact of new solutions.

IT DEPARTMENT TEAMWORK AND PROJECTS

- Assist the IT Department with various system upgrade, enhancement, or replacement projects, software evaluation and standardization, or other projects.
- Assist the IT Department and Systems Administrator with database architecture and maintenance, data import and export and transformation as needed.

KNOWLEDGE, SKILLS, ABILITIES:

- Advanced experience with a variety of programming languages and tools: SQL, VB, HTML, Javascript, Office VBA, Visual Studio, Sencha, etc.
- Advanced experience with popular software technologies such as Windows operating systems, Microsoft Office applications, web browsers, etc.
- Some retail POS System experience preferred.
- Ability to learn new computer programs, programming languages, and software application development tools quickly.

- Ability to solve problems, move into action and quickly implement solutions.
- Outstanding attention to detail and organizational skills.
- Ability to handle multiple demands, tasks, and projects, work under time pressures, and meet deadlines.
- Willingness to be open, to learn, and take on new responsibilities.
- Ability to set up and follow through on systems and procedures.
- Demonstrate objectivity, neutrality and calmness under pressure.
- Regular, predictable attendance.
- Effective communication and writing skills in English.
- Ability to read and comprehend instructions.
- Demonstrate accuracy and thoroughness in the outcomes of all work.

SAFETY

- Emphasize safety and safe body mechanics in a fast-paced department; participate in ongoing training.
- Be proactive in reducing work-related injuries; recognize and solve potentially hazardous situations, and/or bring to the attention of the Department Manager.

ESSENTIAL PHYSICAL REQUIREMENTS:

- Standing, walking, bending, sitting, reaching.
- Using hands or fingers to handle or feel.
- Ability to look at computer screens for long periods of time.
- Use of sharp cutting instruments.
- Ability to climb up and down ladders.
- Ability to lift up to 60 lbs.
- Ability to work various shifts and times of day.

Disclaimer Notice: The job duties, elements, responsibilities, skills, functions, experience, educational factors, and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. Lakewinds Food Co-op reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or the work environment change.