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**Job Title: Jr. Software Engineer (IT Specialist)**

Department: Sarasota County Tax Collector, Information Technology

Location: Sarasota County, Florida

Reports To: Director of IT

FLSA Status: Non-Exempt, Subject to Overtime

Job Type: Full-time

Hourly Range: \$30.68 - \$36.44

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**Job Description**

The Sarasota County Tax Collector's Office provides a unique opportunity to work with many different technologies and inter-agency partnerships while providing an array of services to our customers.

Our mission is Exceptional Staff, Exceptional Service and we are seeking a detail-oriented and innovative Jr. Software Engineer to join our Information Technology team. This position plays a critical role in developing, maintaining, and optimizing internal applications and systems that support the delivery of essential public services to Sarasota County residents. The ideal candidate is experienced in modern development practices and thrives in a collaborative environment focused on government efficiency and citizen service and will work under the guidance of our Software Engineer.

**Key Responsibilities**

- Design, develop, and maintain secure, scalable, and efficient software applications to support departmental operations.
- Collaborate with cross-functional teams to analyze user needs and translate business requirements into technical specifications.
- Implement enhancements, bug fixes, and integrations for both new and legacy systems.
- Develop and maintain comprehensive technical documentation, including user guides, in-code comments, and system architecture diagrams to support maintainability and knowledge sharing.
- Conduct testing, debugging, and performance tuning to ensure optimal application functionality.

- Assist with data management and reporting initiatives that support operational analytics and compliance.
  - Ensure compliance with office policies and accessibility standards.
  - Participate in project planning and provide time/resource estimates for development tasks.
  - Provide technical support and training to end-users and staff as needed.
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### **Technical Skills**

- Proficiency in at least one major web programming language (e.g., HTML, ASP.NET, PHP, JavaScript).
- Experience with the WIMP web stack (Windows, IIS, MySQL, PHP).
- Experience with Drupal content management system.
- Experience with relational database design and management

### **Competencies**

- Excellent verbal and written communication skills.
- Excellent analytical and problem-solving skills.
- Strong attention to detail and organizational skills.
- Ability to work independently or as a team and manage multiple tasks simultaneously.
- Commitment to confidentiality and integrity when handling sensitive data.

### **Qualifications**

- Bachelor's degree in Computer Science, Information Systems, or related field.
  - At least 3 years of professional experience in software development.
  - Experience working in local government or public sector IT environments.
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### **Benefits**

- Annual and sick leave
- Paid holidays
- Retirement plan options
- Insurance coverage including health, dental, and other supplemental insurance options

### **Working Conditions**

- Onsite work primarily, with limited remote flexibility depending on operational needs.
- Monday to Friday, possible weekend/evening sporadically
- May require after-hours or weekend work for system maintenance or emergencies.

- Office environment with occasional off-site travel between branch locations.
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### **How to Apply**

Submit resume and cover letter to [Employment@SarasotaTaxCollector.gov](mailto:Employment@SarasotaTaxCollector.gov)

Applicants will be accepted until the position has been filled, and early submission is encouraged. The successful candidate will be required to complete a background and reference screening.

Please notify our office if you need reasonable accommodation to participate in the employment process. EOE. This organization participates in E-Verify.