

POSITION SUMMARY:

Develop proprietary Microsoft Access database solutions and associated technologies. Programming new software using Visual Basic, Visual Basic for Applications, Structured Query Language, Joint Engine Technology and Microsoft Desktop Engine. Take direction and assist the Operations Manager with advanced commercial information technology operations. Be available and provide technical support to clients on a reactive and proactive practice.

ESSENTIAL FUNCTIONS:

- Develop proprietary Microsoft Access database software solutions for commercial operations using Visual Basic (VB), Visual Basic for Applications (VBA), Structured Query Language (SQL), Joint Engine Technology (JET), Microsoft Desktop Engine (MSDE).
- Design and code screen layouts, graphical user interfaces, printed outputs and interfaces with other systems.
- Analyze and create innovative and resourceful software solutions to address problems or inefficiencies; creating proposals as necessary.
- Develop software solutions based on client only, client/server, web and run-time only scenarios.
- Work with users and clients to design and implement software applications.
- Debug software applications.
- Prioritize and manage outstanding projects.
- Provide written, oral and other software support to all users and clients.
- Create supporting documentation of software development logistics and configurations.
- Contact necessary vendors and support outlets to meet client software demands.
- Develop and maintain courteous and professional relationships with clients in a multi-vendor environment.
- Manage and track personal time/expenses and document all software support provided to clients for projects.
- Document all software programming changes as appropriate.
- Educate users and clients on use of proprietary software applications. Suggesting and implementing the maintenance of policies and procedures as directed.
- Assist the Operations Manager with software support and administrative functions.
- Report all activities to the Operations Manager or as appropriate.

QUALIFICATIONS:

- Bachelor or Associate degree, software development study preferred.
- Three or more years of experience programming Microsoft Access software solutions with Visual Basic, Visual Basic for Applications, SQL, JET and MSDE.
- Working knowledge of the following programming technologies:
 - **Microsoft Access (97, 2000, XP, 2003)**
 - **Visual Basic (6 or newer)**
 - **Visual Basic for Applications (6 or newer)**
 - **SQL/JET/MSDE (7, 2000)**
 - **HTML**
 - **ASP and XML a plus**
- Demonstrated business, analytic, written and oral communications skills.
- Self motivated and works well in groups.
- Mobile phone.