

(ATTACHMENT A)

## **Statement of Work for Program Developer(DMV)**

### **INTRODUCTION**

This position is located in the District of Columbia Department of Motor Vehicles (DMV). DMV provides driver license, vehicle registration, ticket process, inspection station services, and adjudication services for the District of Columbia. The purpose of the position is to develop specifications for programming for the trip permit legislation for collecting revenues for charter bus fees.

### **MAJOR DUTIES**

Develops specifications for programming a system or functional area in response to legislative and operational changes and needs. This includes:

- Developing specifications, including diagrams, to provide programmer the complete picture of requirements.
- Working with developer/vendor to ensure the developed programs satisfy requirements. Assist, as needed, with alternate solutions.
- Working with QA and Testers to complete program testing and deliver quality product.
- Train customers on use of new software; set up training class, if required.

Ensures agency plans, systems, and projects are cost beneficial by monitoring performance, identifying performance measurements for success and a method for monitoring performance, and identifying revenue and costs expected as a result of the development of the program specifications.

Assists, as assigned, with planning, developing technology strategies, and designing solutions that align with DMV strategic directions and standards.

Performs other related duties as assigned.

### **KNOWLEDGE REQUIRED BY THE POSITION**

Position requires at least three years in application analysis and development. Knowledge of IT industry best practices; life cycle stages; programming languages; relational databases; COTS implementation.

The person in this position will have excellent analytical and communication skills; ability to determine business requirements and recommend solutions for

## **Program Developer**

development of programs; understand impact on programmer requirements of various solutions and changes; understand systems architecture, preferably client/server, web, middleware, and mainframe.

Ability to develop programmer specifications for multiple projects simultaneously.

Experience managing programming and implementation of a multi-agency application.

Experience with the government applications preferred.

Knowledge of the assigned agency goals and objectives, the sequencing and timing of essential program events and milestones, and methods of evaluating progress.

Skill in written and oral communication.

### **GUIDELINES**

Incumbent uses judgment and discretion in determining intent, and in interpreting and revising existing policy and regulatory guidance for use by others within or outside the assigned organization.

### **COMPLEXITY**

The work includes investigation of business process needs for development of specifications for the trip permit legislation. This involves management of relationships with multiple customers within DMV that have unique programs, business problems, requirements, problem identification, and alternative solution development and evaluation for programming to meet the trip permit legislation.

The complexity of the work is compounded by the need to respond to agency business problems rapidly in response to Federal and District regulations. Assignments involve making decisions on what needs to be done based on the program goals, priorities, and commitments of the management authority.

### **SCOPE AND EFFECT**

The purpose of the position is to develop specifications for programming that meets the needs of the trip permit legislation.