



Position Description

Job Title: Lead Applications Developer/Team Lead	
Department: Research	Date: April 2025
FLSA: Exempt	Work Location: Virginia Campus/Hybrid (2+ days onsite/week)
Employee Category: Administrative Staff	Work Schedule: M-F, 8a – 5p
Reports to: Vice President for Research	Percent Employment: 100%
Direct Reports: N/A	

I. Job Summary:

The Lead Applications Developer/Team Lead will provide project leadership and organizational oversight for VCOM's software development projects as needed. The Team Lead is responsible for providing technical guidance and mentorship to a team of software developers. This role builds and maintains systems that meet stringent quality attributes such as performance, reliability, scalability, and security. The Team Lead will oversee all programming initiatives and will support the implementation of new functionality. This includes the enhancement of existing features for current applications and delivery of new applications. This position will also be responsible for the preparation of data for import/export in the required formats, quality assessment/reporting, and data validation. The Team Lead will also propose solutions to ongoing business processes by analyzing operational challenges, reviewing process requirements, and identifying inefficiencies while implementing solutions that reduce inaccuracies or workflows that would impede the productivity of VCOM staff. This person will provide technical leadership, contribute to strategic planning, establish standards, and provide advice and training to other team members. Currently, we are hiring to support a Department of Defense Grant funded program to enhance an internal software system for real time public health surveillance and outcomes related to same.

II. Job Duties:

1. Collaborate with the Medical Education Specialist to develop solutions that support academic instruction and student learning outcomes.
2. Collaborate with data scientists to create data pipelines and design database workflows for the collection and monitoring of data for statistical analysis.
3. Work with Project Manager to ensure project timelines, budgets, and scope is met.
4. Ability to assess requirements, alternatives, and risks/benefits for low- to high-impact projects.
5. Provide concise and approachable summaries for non-technical executive leadership.
6. Provide direction and communicate complex designs and technical ideas to the development team to ensure understanding including robust documentation and code comments.
7. Identify programmatic and application problems, propose appropriate actions, make recommendations for problem resolution, and remediate issues promptly.

8. Enhance software to reduce operating time and improve efficiency.
9. Design, develop, analyze, test, and document software according to user requirements, while adhering to secure coding practices to mitigate vulnerabilities.
10. Work with development team on unit testing, integration, and regression testing and business users on functional testing.
11. Ensure the quality of program changes prior to production deployment. Use code versioning and work with systems team (including third-party) for backup processes that allow recovery.
12. Maintains knowledge of emerging technology trends and innovations.
13. Oversee the operations of a programming team.
14. Ensure that all programmers are trained and have the resources/tools they need.
15. Maintain strict confidentiality about the information being stored and processed.
16. Performs other duties as assigned.

III. **Technical Qualifications:**

1. Ability to troubleshoot and repair code.
2. Development experience and working knowledge of SQL, JavaScript, PHP, Laravel, React, Docker, CLI, HTML, CSS, Styling frameworks (MaterialUI, Tailwind)
3. Knowledge of industry standard development practices: source control (GitHub), Continuous Integration/Continuous Deployment, issue tracking, technical documentation, and QA.
4. Working with source control software (Git, subversion, etc.)
5. Understanding of relational databases, database structures, and security
6. Ability to write, update, and optimize SQL queries in SQL Server or MySQL
7. Experience with creating and leveraging RESTful first and third party services and API's.
8. Experience with User Experience paradigms and design software (Figma, Illustrator, Gimp, Paint.net, etc.)

IV. **Required Qualifications:**

Education: Bachelor's degree in Computer Science or related field.

Licensure or certification: Continuing Education and certifications may be required once the candidate begins employment.

Experience:

- 6+ years of professional software development and/or analytics experience.
- 2+ years of experience that includes team leadership and/or management with systems design/analysis.
- Experience with Agile Scrum project management, preferably technical leadership of projects.

Other skills important to this position:

- Requires ability to manage complex administrative tasks, and set priorities under deadline pressure, including the ability to communicate well.
- Proficiency in quickly learning an array of computer hardware and software.
- Excellent verbal, written, and interpersonal communication skills.
- Strong team player

- Commitment to College values

Preference will be given to a candidate possessing an advanced degree in Computer Science or a similar field.

The successful candidate will be subject to a criminal history background check.

Regular, reliable, or predictable attendance is an essential function of the job.

- V. **Working Conditions and Efforts:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing the duties of this job, the employee is occasionally required to sit; use hands and vision for office equipment such as computers; talk or hear; moderate telephone usage.

Work environment: Office environment. Outside travel required 10% of time. The noise level in the work environment is usually minimal.

This position is classified as an exempt position because it requires that the candidate/employee exercise independent judgment and discretion regarding matters of significance.

Employment with VCOM is “at-will”. This means employment is for an indefinite period and it is subject to termination by the employee or by VCOM, with or without cause, with or without notice, and at any time. Nothing in this position description or any other policy of VCOM shall be interpreted to conflict with or to eliminate or modify in any way, the “at-will” employment status of VCOM employees. Employees under contract with VCOM are subject to the terms of employment stated within the employment contract.

- VI. **VCOM Core Values:** The employee is expected to adhere to all VCOM policies. As the environment is a professional college, VCOM faculty/ staff are expected to dress and behave in a professional manner at work. VCOM faculty / staff are expected as VCOM employees, to be a person who obeys all laws and professional expectations of an upstanding citizen of the community. VCOM expects all employees to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns, and residents and to treat all others engaged in the duties of the employment, with mutual respect.

I am notified that the College is an equal opportunity employer and does not discriminate on the basis of age, sex, sexual orientation, ethnicity, religion, or disability.

I have been made aware of the College's most recent campus safety report, the location of the college policies and procedures document, and the appropriate handbook for my position. I recognize my responsibility to be aware of the policies and procedures and I agree to follow the policies and procedures as written.

I have read and understand this explanation and job description. I also understand that the job duties and description or the existence of the need for the position may be changed at any time as required by the College where growth of the institution or change in direction of the institution may change the duties of my department or the need for the position.

Employee Signature: _____ Date: _____

Approvals:

Immediate Supervisor: _____ Date: _____

Division Officer: _____ Date: _____

President: _____ Date: _____