



Employment Opportunity

Kittitas County, Washington

POSTED: 5/3/16

CLOSES: When Filled

WEB AND APPLICATION DEVELOPER

The current vacancy in Information Technology is a full-time, non-union, non-exempt position with benefits expected to begin as soon as possible. Anyone who meets the qualifications stated below may apply. Screening of applicants will begin on 5/10/16.

SALARY RANGE: \$3,744 – \$4,930 per month

ESSENTIAL FUNCTIONS

70% of the effort in this position will be expended in **Individual** effort. The essential functions of this position:

- Develop, implement, and maintain the county's Internet and intranet sites
- Programming and database integration for web sites using ASP.Net, C#, and SQL databases
- Create workflows, forms, and reports in an enterprise records management software
- Ensure overall county goals for a web presence are being met; solicit feedback and track overall satisfaction
- Maintain security of Web sites from malicious code or injection
- Work with the Information Technology Committee for approval of new web content
- Construct and maintain a working manual on all aspects of county's Internet sites, including maintenance and design
- Create end user how-to materials
- Collect and report usage statistics for the Internet and intranet web sites
- Review other government agency's online presence and other Internet web site, and implement positive aspects into county web site
- Ensure the operation and security of all web environments; audit and maintain security levels consistent with the Security Policies
- Document all aspects of the position's essential functions
- Improve knowledge as necessary

15% of the effort in this position will be expended in **Division** effort. The essential functions of the **Development Division**, of which this position is a part, are to provide and maintain developed applications and websites necessary for client productivity and access, including:

- Work with team to design highly usable web pages and applications to meet user requirements
- Monitor new technologies for applicability of county use
- Assist in writing and presenting functional and design specifications for web applications
- Review coding and design technologies for applicability and potential use
- Cross-train and support other Development Division staff
- Other duties as assigned by the Information Technology Director

Kittitas County is an Equal Opportunity Employer

Human Resources • Kittitas County Courthouse • 205 West 5th Ave Suite 107 • Ellensburg, WA 98926
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15% of the effort in this position will be expended in **Department** effort. Members of the Information Technology Department function as a team, each with unique skill sets, but work together and depend upon each other for the accomplishment of the mission:

To support the work flow and business needs of Kittitas County by providing appropriate technology tools, solutions, and assistance;

- *through an excellent customer service experience for all clients; county employees and citizens;*
- *by adopting their requests as our own;*
- *to complete resolution;*
- *through active teamwork;*
- *in a fiscally responsible manner;*
- *securely;*
- *with creativity, respect, expertise, and professionalism;*
- *communicating effectively at the appropriate comfort level with our customers;*
- *while designing, maintaining, and supporting all county information technology infrastructure.*

It is the responsibility of each division and team member to manage available resources to accomplish their Essential Functions, while simultaneously supporting the other divisions so that the department goals are realized.

MINIMUM QUALIFICATIONS

- High School Diploma, GED, or higher education
- One (1) year minimum combined experience in the following areas: web publishing, web site design, web site maintenance, and web content maintenance; graphic design, and digital image editing.
- One (1) year minimum experience programming in ASP .NET and C# using Microsoft Visual Studio
- Experience hand-coding HTML, CSS, XHTML, JavaScript, and VBScript
- Equivalent education/experience may substitute for some minimum qualifications
- Valid Washington State driver's license
- A criminal history and background check will be performed to include fingerprinting. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions or charges will not necessarily disqualify you from employment. Factors such as age at time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

REQUIRED SKILLS/KNOWLEDGE/OTHER

- Familiar with ADO.NET for database access; experience creating databases queries in SQL
- Ability to create aesthetic, functional, and consistent graphic designs using a web graphics tool such as Photoshop or GIMP
- Self-starter with strong self-management skills
- Ability to handle high-stress situations while maintaining a high level of customer service and professionalism
- Ability to organize and manage multiple priorities
- Excellent problem solving and research skills
- Excellent oral and written, technical and non-technical communication and presentation skills required
- Ability to maintain confidentiality and to work independently
- Ability to work well with others
- Ability to make changes when brought to your attention
- Reliable attendance

PREFERRED QUALIFICATIONS

- Associate's or Bachelor's degree in Computer Science, Math, or Engineering
- Experience creating workflows and forms in Laserfiche ECM
- Experience using Entity Framework and LINQ
- Experience with responsive web design
- Familiarity with XML/XSL
- Ability to create and edit SQL databases
- Experience working in a local government environment
- Experience working in a multi-department enterprise

WORKING CONDITIONS

Work is generally performed in an office environment with potential exposure to dusty conditions. Travel to all County office locations is required to service computer systems, with occasional travel necessary to attend mandatory training opportunities. Must have the ability to safely operate a motor vehicle in all types of weather and all levels of light. Sustained posture in a seated position and prolonged periods of computer operation; use of standard office equipment; strength to lift, pull, push and/or carry up to 50 pounds (possibly more with assistance); vision to read printed materials, a computer screen, and allow installation of equipment in all lighting conditions; and hearing and speech to communicate in person or over the telephone. Must be able to reach with arms, grasp, sit, kneel, stoop, bend, squat, twist, crawl under office furniture, climb a ladder and stairs. Safety rules and regulations must be adhered to at all times.

Regular attendance and punctuality are required and expected Monday – Friday from 8:00 AM to 5:00 PM.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS:

Applicants must apply online using the electronic recruitment portal. Completed applications must be submitted to Human Resources by **5:00 PM** on the closing date. The following items are required: 1) Kittitas County Employment Application; 2) Letter of interest; 3) Resume; 4) Three (3) professional references and two (2) personal references and 5) Supplemental Exam Answers. **Please note: All applications must be submitted online; paper copies will not be accepted.**

1. Describe your experience in the following areas:
 - a) Programming in ASP .NET and C# using Microsoft Visual Studio
 - b) Hand-coding HTML, CSS, XHTML, JavaScript, and VBScript
 - c) SQL Server database integration, design, and management
2. List websites on which you have worked. For each site, provide a URL, describe the role you played, and list applications you used
3. What does customer service and teamwork mean to you?