APPLICATION DEVELOPER

The Information Technology (IT) Department is currently seeking qualified applicants for the position of Application Developer. This a full-time, benefited, non-union, exempt position expected to begin as soon as possible. The Application Developer is responsible for developing and maintaining the County's application portfolio and databases, including the Laserfiche records management, public website, intranet site, and console applications. Anyone who meets the qualifications stated below may apply. This position is considered open until filled with a first review after 6/17/2022. Candidates should apply as soon as possible for optimal consideration.

SALARY RANGE: $5,458- $7,345 per month.

ESSENTIAL FUNCTIONS

70% of the effort in this position will be expended in Individual effort.
- Create workflows, forms, and reports in an enterprise records management and business process software, Laserfiche
- Develop, implement, and maintain the county's Internet and intranet sites
- Program using ASP.Net, ASP.CORE, C#, HRML, CSS, JavaScript and SQL databases
- Work with department heads, elected officials, and their designees to develop applications that improve efficiencies, accuracy of data, and help them meet their legal requirements
- Update the County's internet and intranet sites with editorial content provided by the content authors
- Work with the Information Technology Committee for approval of new web content
- Ensure the operation and security of all web environments; audit and maintain security consistent with the county policies
- Document all aspects of the position's essential functions
- Improve knowledge as necessary
- Document all work performed and communication with employees on projects and problems in the request tracking system

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
  - Ensure overall County goals for a web presence are being met; solicit feedback and track satisfaction
  - Construct and maintain a manual of County's Internet sites, including maintenance and design
  - Create end user how-to materials
  - Monitor new technologies for applicability of county use
  - Write and present functional and design specifications for web applications
  - Review coding and design technologies for applicability and potential use
  - Cross-train and support other Application Division staff

Kittitas County is an Equal Opportunity Employer
Human Resources ● Kittitas County Courthouse ● 205 West 5th Ave Suite 107 ● Ellensburg, WA 98926
(509) 962-7082 ● FAX (509) 962-7083 ● hr@co.kittitas.wa.us ● www.co.kittitas.wa.us

o   Other duties as assigned by the Application Development Manager and the Information Technology Director

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 to accomplish its mission:

    To support the business needs of Kittitas County government by collaborating with County departments and offices to provide appropriate technology tools, solutions, and assistance:
    o   *working with departments and offices as a team*
    o   *in a fiscally and operationally responsible manner*
    o   *adopting their technology needs as our own*
    o   *securely*
    o   *with creativity, respect, expertise, and professionalism*
    o   *communicating effectively at the appropriate comfort level with our customers*
    o   *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.

This job description is a summary of the primary functions and expectations for this position. Additional department-related duties may be assigned as required.

MINIMUM QUALIFICATIONS

- High School Diploma, GED, or higher education.
- Two (2) years minimum combined experience in the following areas: web site design, web site maintenance, and web content maintenance.
- Two (2) years minimum experience programming in ASP .NET and C# using Microsoft Visual Studio.
- Experience hand-coding HTML, CSS, XHTML, and JavaScript.
- Experience creating and managing SQL databases.
- Experience with ADO.NET for database access; experience creating database queries in SQL.
- 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 on qualified candidates. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age at time of the offense, seriousness and nature of the violation, and rehabilitation will be considered.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Self-starter with strong self-management skills
- Ability to handle high-stress situations while maintaining a high level of customer service
- 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
- Ability to maintain confidentiality
- Ability to work well independently and with others
- Ability to make changes when brought to your attention
- Motivated to improve the application portfolio

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- Reliable attendance

PREFERRED QUALIFICATIONS

- Associate's or Bachelor's degree in Computer Science or Information Services
- Experience with ASP.Core, MVC, Blazor, REST API Web Service, SSIS, and DevCraft
- Experience using Entity Framework and LINQ
- Experience with responsive web design using Bootstrap
- Laserfiche administration, Workflow and Forms development
- 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 clearly 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.

Reliable attendance and punctuality are required and expected Monday – Friday from 8:00 AM to 5:00 PM; however, exempt/management positions are expected to work the number of hours required to complete the duties of the position and may have to respond to emergency situations.

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. The following items are required:

1. Kittitas County Employment Application
2. Resume
3. Letter of Interest
4. Three (3) professional references
5. Supplemental Exam Answers

SUPPLEMENTAL EXAM QUESTIONS

1. What does customer service and teamwork mean to you?
2. List websites and applications on which you have worked. For each, provide a URL, describe the role you played, and list tools you used.
3. 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

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d) Laserfiche management and work-flow creation