

DUTY STATEMENT

DS 3022 (03/2015)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
INFORMATION TECHNOLOGY DIVISION
ENTERPRISE APPLICATION BRANCH
WEB & APPLICATION SYSTEMS SUPPORT SECTION**

DUTY STATEMENT

JOB TITLE: Information Technology Specialist I **POSITION #** 472-504-1402-007

WORKING TITLE: Front-End Application Developer **EMPLOYEE:** VACANT

POSITION DESCRIPTION: Under the general supervision of the Information Technology Manager I, the Information Technology Specialist I is a member of the application development team and is responsible for executing the full application development cycle for DDS business applications and databases. This includes meeting with stakeholders to collect requirements, requirements analysis, writing technical documentation, application development, writing test procedures, unit and integration testing, monitoring user testing, application maintenance and technical support of various business application systems. The incumbent must have the ability to understand and apply information engineering, data and process models, web-based technologies, and cloud environments.

The Information Technology Specialist I must have the ability to learn new concepts, understand system to system relationships and interfaces and maintain cooperative working relationships with business partners and the development team to identify goals and objectives. The incumbent must possess strong organizational, analytical, and verbal/written communication skills; works both independently and in a team environment, participate in meetings, provide status reports, and completes work assignments in an effective, accurate, and timely manner. The incumbent must keep up with current and industry trends, standards and practices related to web application development.

SUPERVISION EXERCISED: N/A

SUPERVISION RECEIVED: Information Technology Manager I

DOMAINS: Business Technology Management:	basic skills
Client Services:	moderate skills
Information Security Engineering:	moderate skills
IT Project Management:	basic skills
Software Engineering:	critical skills
System Engineering:	critical skills

EXAMPLE OF DUTIES:Essential Job Functions:

45% Oversee and participate in cloud-based application development and maintenance of existing on-premise applications. Assist in evaluation of current computer systems including compatibility for conversion or refactor for cloud infrastructure. Troubleshoot complex programming and systems issues; correct or repair issues. Design, develop, test, implement and maintain complex web applications and integrate new systems with existing technical resources that meets the business and functional needs of the department. Prepare and test applications for on-premise and cloud environment. Determine best technology solution to eliminate manual and/or repetitive tasks for business customers using best application development practices.

- 30% Provide technical support, solutions and guidance to IT and business customers on development, implementation and maintenance of existing client-server and web applications, long-term IT application systems, cloud environment, and database configuration management, and other issues associated with application development.
- 15% Research innovative information technology solutions for the implementation of business needs. Resolve complex problems for web applications and systems. Use advanced software debugging techniques, determine and develop solutions, code, test, document, and install revised and new applications in response to problems and business customer needs.

Marginal Job Functions:

- 10% Complete other required duties within the scope of this position. Provide backup relief to application developers in their absence.

WORKING CONDITIONS:

- Open-spaced partitioned offices
- Prolonged periods on a personal computer up to 90% of the time
- Occasional required to move or transport objects weighing up to 25 pounds
- May require 24x7 on-call support responsibility as well as weekend support
- Occasional travel up to 5% for overnight or day trips

DESIRABLE SKILLS AND EXPERIENCE:

- Working knowledge of Agile Development Methodology
- Front-end development (e.g., SharePoint, PowerApps, PowerBI)
- Working knowledge of Microsoft Dynamics 365 (PowerApps Model-Driven Apps)
- HTML, HTML5, JavaScript, C#, and other programming/scripting language
- Cloud computing environments such as AWS, Azure, Google Cloud Platform
- Knowledge of windows servers (IIS)
- Distributed version control (GitHub or Azure DevOps)
- Querying relational database management systems.
- Familiar with building hybrid applications and moving into a cloud environment
- Working knowledge Software Development Life Cycle
- Knowledge of Federal Section 508 and State Accessibility Guidelines
- Demonstrated ability to produce clean, well-designed code
- Demonstrated ability to work in a multiple platform environment
- Demonstrated ability to document IT solutions with user and developer manuals

CERTIFICATION OR LICENSE: n/a
