Job Description

Job Title:	Application Developer
Department:	Office of Advancement
Reports To:	Associated Director, Systems
Jobs Reporting:	None
Salary Grade:	USG 9
Effective Date:	August 2019

Primary Purpose

The Application Developer position focuses on the following areas; web application development, web site design, client\desktop application development (.net), support for in-house web applications, working in content management systems and web site development tools. The position may also provide some system administrative duties to support our in-house Linux (Red Hat), Windows servers and VM's, as well as general end-user computing support. He or she will participate in various assigned projects as well as execute various requests and operational tasks.

The position is technical in nature but will require the individual to have an understanding of the business activities as they relate to the advancement services environment, fundraising and alumni relations.

Key Accountabilities

Web and Client application development

- Conduct system analysis, design and develop web applications, client/desktop applications, databases structures, interfaces and reports for web-based applications or the departments' main database system following standard software development practices
- Design and develop web applications using current .net application development tools, JavaScript, HTML, CSS, PERL, PHP, etc. which may integrate with databases such as PostgreSQL, MySQL, MS SQL, and MS Access
- Design and develop Web and Client based application interfaces using VB .net/.net programming tools to facilitate data synchronization between our internal web applications with the department backend databases or other applications
- Provide technical assistance and support for the department's in-house developed web applications
- Technical support for current internal productivity applications and project management tools
- Perform code maintenance, testing, and documentation

Web design, web site maintenance, and CMS applications development.

- Design and develop or maintain web pages, email templates, scripts and programs using HTML, CSS and JavaScript and other web-based technologies for in-house developed web sites
- Provide technical assistance and support for the department's in-house web sites including web server setup (Apache, IIS), system monitoring and problem diagnosis
- Develop and maintain web forms/pages to support online event registration and giving (donation) pages using content management systems and/or other web development tools

- Collaborate with web content administrators to assist with the management of the website content and features, and liaise with the Universities web group to ensure standard design, look and feel for any web application created

Projects, requests and general systems support

- Provide ongoing system support, administration of Linux and Windows-based application servers, including the configuration of web servers, applying security patches and updates
- Provide general computing support directly to the department and associated faculty or administrative end users as required
- Participate and/or lead system projects that may include performing assigned project tasks, documenting, communicating, organizing or attending meetings
- Complete departmental requests and ongoing operational tasks that include; data extracts, data cleanup, database coding, data exchange, reporting, and technical support

Other Duties

- Backup for the desktop support role and other team members where appropriate
- May be required to provide direction for part-time, work-study or Coop students
- Other tasks and responsibilities as assigned

Required Qualifications

Education

- A University degree or College diploma preferably in computer science or a related information technology area of study

Experience

- A minimum of 3+ years of progressive experience in developing or maintaining web applications, sites, and technologies
- Experience with the software development process with a strong programming background is essential, and some experience with analytical techniques, testing methodologies, and code design
- Experience developing MVC web applications and REST or SOAP APIs using the .net framework and programming languages such as VB .net, C#
- Experience with Content Management System development and a variety of web development tools/languages (python, etc.), such as Drupal
- Experience setting up web servers, such as Apache and IIS (Windows)
- Experience administrating Linux based operating systems
- Experience with setting up and design of SQL databases, such as PostgreSQL or SQL server
- Experience with Blackbaud's' Raisers Edge Enterprise, NetCommunity, iModules EnCompass would be an asset

Knowledge/Skills/Abilities

- Good interpersonal, communication, organizational, analytical and problem-solving skills, with the ability to handle multiple tasks, work in teams or independently
- Demonstrated expertise in web application development, programming, frameworks, methodologies as well as current web development tools and languages, such as; PHP, JavaScript, Java, ASP, Net, XML and HTML
- Expertise using Microsoft.Net languages such as C# or VB.Net and use of Microsoft Visual Studio and Team Foundation Server
- Microsoft Windows Server and IIS web server
- Microsoft SQL Server, MS Access, MySQL or PostgreSQL databases

- Proficiency using Linux OS and Apache web server and familiarity with Linux configuration tools and scripting
- Knowledge of Drupal CMS or similar content management systems
- Intermediate skills in Microsoft Office suite

Nature and Scope

- **Contacts:** The position will work collaboratively with team members, individual staff and/or teams within the broader Office of Advancement (i.e. faculties, colleges or departments). The will interact closely with department staff during requirements gathering, testing or completing assignments. As needed, they will also work with individuals or teams outside the department, such as IST, to complete tasks or participate in various projects as assigned.
- **Level of Responsibility:** The position is responsible for web software development activities including requirements gathering, systems analysis, database development, custom reporting and programming solutions for a desktop, client-server or web environment. The position is specialized with minimal supervision and is required to complete assigned requests, operational tasks, project tasks, and other technical support tasks. The position may also play a lead or significant role in the execution of new projects. The role is required to report issues or status to the Associate Director, Systems as needed, participate in team-oriented meetings and activities.
- **Decision-Making Authority:** The position is specialized and is required to make independent decisions regarding completion of tasks within their scope of expertise, assigned tasks or project related work. Where appropriate, the position will consult and/or defer decisions to their direct manager or appropriate colleagues.
- **Physical and Sensory Demands**: The incumbent will be exposed to extensive sitting and possible distractions in an open concept work area. They will need to be focused on attention to detail in many of their tasks.
- **Working Environment:** This role involves minimal physical or psychological risk resulting from unavoidable exposure to hazardous, disagreeable or uncomfortable environmental conditions. The office environment is generally “open concept” in nature.

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