

LEGISLATIVE COUNCIL POSITION DESCRIPTION

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT.

POSITION: Software Developer
AGENCY: Legislative Service Bureau
DIVISION: Information Services
RANGE: J1
STATUS: Full-time

GENERAL DESCRIPTION OF POSITION:

The primary responsibilities of the employee in this position are to develop, test, debug, deploy, and maintain Windows and web applications used by the Michigan Legislature and Legislative Council agencies. The individual may also update, repair, modify and enhance existing applications, adapt it to new hardware and operating systems, improve its performance, or upgrade interfaces. The individual shall also work towards being knowledgeable of Legislative functions to the level necessary to perform system analysis and design functions. Work is performed in a team-oriented environment with other legislative agencies.

EXAMPLES OF WORK:

- Design, develop, and support new and existing business applications used by Legislative Council agencies using current applicable development tools.
- Assist with analysis and maintenance of existing Windows and web applications.
- Participates and leads workgroups to gather and analyze data requirements.
- Work closely with Council staff to understand system requirements to recommend effective solutions and improvements. Establish options for designing and deriving the best solutions based on sound analytical judgment, team input, and the customers' best interest.
- Directs system testing and validation procedures to deploy new applications. Tests and maintains deployed systems to ensure strong functionality and optimization.
- Assess, troubleshoot, document, upgrade, and develop maintenance procedures; Review code for potential performance issues, reusability, and/or anomalies.
- Troubleshoot client problems. Research and identify cause of reported defects and issues. Develop, test, and work with the network team to deploy developed patches for said defects and issues.
- Perform and assist with quality assurance activities as needed.

- Confers with project managers and business analysts to obtain information on limitations or capabilities of assigned areas of responsibility.
- Participate in training and / or customer support activities for applications as needed, including preparing training manuals, and creating and giving presentations.
- Keep abreast of current technology, development tools, and operating systems.
- Identifies and recommends improvements to existing software programs as necessary. Develops innovative approaches and ideas.
- Maintain highly favorable relations with staff in other legislative and state agencies
- Perform other duties as assigned.

MISSION STATEMENT, PRINCIPLES, AND GOALS:

- Displays a team-oriented attitude toward co-workers and other Legislative Council and state agency staff.
- Provides high-quality services and products to members of the Legislature and other customers.
- Acts and dresses in a professional manner.
- Takes initiative in improving one's knowledge, skills, and judgments to better serve the Legislature.

KNOWLEDGE, SKILLS AND ABILITIES THE EMPLOYEE SHALL EXHIBIT IN THE POSITION:

- Demonstrates a working knowledge of the software development lifecycle and methodologies, including Agile / Scrum.
- Knowledge of MiLENIA System rules, Legislative Council policies and procedures, and ability to ensure compliance with rules.
- Ability to work in a logical manner.
- Knowledge of the purpose and operations of all legislative entities served by the Legislative Council.
- Demonstrates a broad technical knowledge, including computer hardware, software, networks, and protocols. Technical knowledge and skills include, but are not limited to: Object-Oriented Programming, C#, MS SQL, .NET Framework, .NET Core, ASP.NET (Web Forms and MVC), Entity Framework, HTML, CSS, JavaScript, jQuery, Web Services, XML, JSON, and REST APIs.

- Demonstrates a working knowledge of distributed version control systems (e.g., Git, MS DevOps).
- Ability to use current versions of Microsoft Visual Studio, IIS, JIRA, and SQL Server Management Studio.
- Ability to effectively manage multiple software development projects, prioritize multiple tasks and work efficiently within time constraints and deadlines.
- Ability to use standard LSB software applications confidently.
- Ability to probe and obtain critical facts from many sources.
- Ability to quickly assimilate oral and written data, analyze facts and draw logical conclusions.
- Demonstrated skills to communicate clearly and effectively to both technical and non-technical people. Must be able to clearly and concisely present complex problems and information, both verbally and in writing.
- Demonstrate good attention to detail.
- Ability to work as an individual and part of a team.
- Promotes industry and organizational standards, policies, and methodologies.
- Maintains highly favorable public relations.
- Exhibits good presentation and project management skills.
- Ensures compliance with all LSB rules, policies, and procedures.
- Ability to confidently learn and use internal software programs, including electronic timekeeping system and Office 365.
- Ability to exhibit good presentation and project management skills.
- Ability to handle sensitive data and maintain confidentiality.
- Ability to stay up to date on current programming languages and make recommendations for improvement.
- Agile / Scrum development practices.

MINIMUM QUALIFICATIONS FOR THE POSITION:

- Bachelor's degree in computer science or related curriculum OR an equivalent combination of education and relevant work experience is required.

- Two years of progressively more responsible or expansive work experience in .NET C# programming is required.
- Knowledge and experience in web design with HTML, CSS, and JavaScript is preferred.
- Knowledge and experience with current versions of the .NET Framework, .NET Core, C#, Visual Studio, Internet Information Services (IIS), and MS-SQL Server is required.
- Knowledge and experience with current versions of Windows operating systems is required.
- Knowledge and experience with XML is required; knowledge of XSLT and JSON is desired.
- Knowledge and experience in object-oriented programming is required.
- Strong interpersonal and communicational skills required.

NECESSARY SPECIAL REQUIREMENTS:

- Must be able and willing to work overtime as required, including evenings and weekends, and holidays as needed.
- Must be willing to share in the on-call response duties for late-night session or emergency services.

Revised August 26, 2021