Sonoma County Library
Announces an Employment Opportunity

WEB PROGRAMMER ANALYST – ROHNERT PARK HEADQUARTERS
40 HOURS PER WEEK – FULL TIME

The Sonoma County Library is seeking a customer service oriented individual with solid web, database, and enterprise software experience to support the IT division in carrying out the Library's strategic technology initiatives. **Please complete Supplemental Questionnaire.**

THE POSITION:
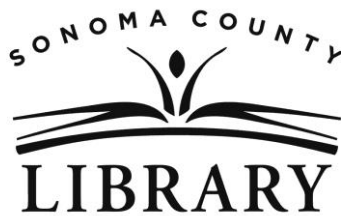Please see the attached job specifications for full details about this position.

This full-time, benefitted position closely coordinates with management, staff, and vendors to identify emerging software needs and implement solutions. Duties may include custom software and database design and development, and programming, software updates, responding to support tickets from staff, maintaining various export/import scripts, report development, systems integration, performance tuning, development of security and backup strategies, analysis and research, process improvements, technical writing, procedure documentation, and project management.

TYPICAL DUTIES include, but are not limited to:

- Builds responsive websites using Drupal CMS, HTML/HTML5, CSS/CSS3, and JavaScript/jQuery.
- Uses Front End development languages, such as CSS, HTML, Javascript, jQuery, XML.
- Uses Back End development languages, including Java, Javascript, PHP, SQL, MySQL, Unix, Linux, MS DOS command line.
- Develops and configures web solutions in PHP implementations in a Linux-hosted opensource server environment. (LAMP)
- Performs unit and integration testing for all developed applications, as well as provides technical and functional testing support.

MINIMUM QUALIFICATIONS:

Education and Experience: Bachelor's degree from an accredited college or University in Computer Science, Computer Engineering, Management Information Systems, or closely related field, and a minimum of two (2) years of work experience in the following areas: programming professional web applications; developing website interfaces and/or applications for mobile web and responsive web design, and working with website content management systems.

Licenses and Certifications: As a condition of employment, possession and continued maintenance of a valid California driver's license and a safe driving record.

Desired Certifications: Linux, Unix, Windows, or SQL

SALARY RANGE: **$74,838.40 - $93,475.20 annually plus benefits**

CLOSING DATE: **5:00 PM, Tuesday, April 23, 2019**

APPLICATION PROCESS: Please go to https://www.calopps.org/sonoma-county-library to apply. Applications must be complete and submitted by the final filing date in order to be considered. Incomplete and/or inaccurate applications may result in disqualification from the recruitment process. **Resumes will not substitute for a completed application.** Please attach transcript document(s).
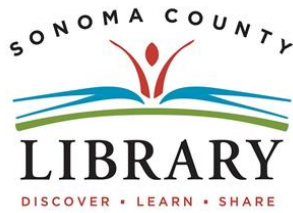
The application process may contain one or more of the following steps: a supplemental application, written test(s), skills assessment(s), and/or oral examination(s).

EMPLOYMENT INFORMATION:

Employment offers will be contingent upon a successful pre-employment verification/criminal records clearance. Having a criminal record will not necessarily disqualify an applicant from employment.

The list established from this recruitment may be used to fill future positions as they occur during the active status of the list.

The Sonoma County Library is an Equal Opportunity Employer

WEB PROGRAMMER ANALYST
Represented

DEFINITION

Under the direction of the Senior IT Programmer Analyst, the Web Programmer Analyst controls vendor enterprise software and underlying databases, website content, web server software, website Content Management Systems (CMS) software / databases, provides technical support and other duties as required. The incumbent closely coordinates with management, staff, and vendors to identify emerging software needs and implement solutions. Duties may include custom software and database design and development, and programming, software updates, responding to support tickets from staff, maintaining various export/import scripts, report development, systems integration, performance tuning, development of security and backup strategies, analysis and research, process improvements, technical writing, procedure documentation, and project management.

SUPERVISION RECEIVED AND EXERCISED

Receives indirect supervision from Senior IT Programmer Analyst or other IT Management. Provides training to technical or support staff, contractors, and volunteers. The incumbent is responsible for prescribing procedures, methods, materials, and formats as a technical expert in a specialty. S/he may produce or approve specifications, guides, or processes. The employee may provide functional direction in the absence of the supervisor, but does not evaluate performance.

CLASS CHARACTERISTICS

This journey level classification receives minimal direction and oversight, and involves the continuous exercise of independent discretion and judgment in areas, which are predominantly intellectual, philosophical, governed by conceptual understanding, analytical and varied in character. This work involves obtaining and analyzing information needed by management and developing, recommending, and implementing policies, systems, and procedures, as authorized.

This class is distinguished from the Senior IT Programmer Analyst in that it is not responsible for data management and planning for internal and external web based components and security protocols. There is the expectation of a significantly higher level of technical expertise than both the Technology Librarian and Digital Literacy Coordinator associated with this class; however, it does not supervise. The latter positions, while technical in nature, mainly involves performance of prescribed tasks in predictable order with minimal exceptions to standard procedures.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)
Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

➢ Builds responsive websites using Drupal CMS, HTML/HTML5, CSS/CSS3, and JavaScript/jQuery.
➢ Uses Front End development languages, such as CSS, HTML, JavaScript, jQuery, XML.
➢ Uses Back End development languages, including Java, JavaScript, PHP, SQL, MySQL, Unix, Linux, MS DOS command line.
➢ Verifies and improves data security, including SSL certificates, server security, and authentication systems.
➢ Develops and configures web solutions in PHP implementations in a Linux-hosted open-source server environment. (LAMP)
➢ Writes JavaScript, with working knowledge of JavaScript toolkits and popular libraries and frameworks related to current applications.
➢ Participates in technical assessments and reviews to validate the technical approach for system integrations for enterprise initiatives.
➢ Performs unit and integration testing for all developed applications, as well as provides technical and functional testing support.
➢ Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
➢ Installs, configures, maintains, and monitors performance of database platforms and associated and applications.
➢ Provides training and technical assistance to staff.
➢ Consults with vendors to resolve technical issues.
➢ Prepares technical specifications for procurements.
➢ Leads projects or portions of projects coordinating staff, consultants, and vendors.
➢ Participates in-group problem solving activities to promote continual business process improvements and initiatives.
➢ As directed, completes minor budgeting and procurement activities, email memoranda, or technical reports.

COMPETENCIES

Knowledge of:

➢ Windows Server administration fundamentals.
➢ In depth knowledge of relational database architecture, including table structure, data types, joins, views, triggers, permissions, and advanced queries.
➢ Fault tolerance and backup and recovery strategies.
➢ Software application design and development in major modern languages.
➢ Browser debugging tools.
➢ Mobile Application design basics.
➢ Adobe Acrobat tools for general usage and as related to Accessibility.
➢ Expert-level development of User Interface (UI) applications and professional web application programmer interface tools using multiple languages including JavaScript, HTML, jQuery, PHP, CSS, Ajax and JSON, SOAP and APIs.
➢ CSS Preprocessor languages (e.g. LESS, SASS etc.)

- ➢ Service Oriented Architecture (SOA), web services implementation and invocation, and security.
- ➢ Expert-level database design, database normalization, and writing SQL queries, PL/SQL Stored Procedures, Functions, Triggers, Sequences, Indexes and Views, etc.
- ➢ Experience with applications and SQL tuning.
- ➢ Advanced site-building including deep familiarity and experience with Drupal modules such as CTools, Views, and Panels.
- ➢ PHP, PHP files and theme functions, and knowledge of the Drupal theme layer
- ➢ Thorough understanding of the Software Development Lifecycle (SDLC) and exposure to Agile or iterative SDLC.
- ➢ Principles of graphical user interfaces.
- ➢ Modern office practices and methods including, recordkeeping, data collection, and technical report writing.
- ➢ English usage, grammar, spelling, vocabulary, and punctuation.
- ➢ Techniques for providing a high level of customer service by effectively dealing with the public, vendors, patrons, and Library staff.

Ability to:

- ➢ Install and maintain vendor database applications, and maintain relations with vendors.
- ➢ Design, develop, modify and implement complex relational database systems.
- ➢ Write user procedures in concise plain language.
- ➢ Work with staff to define software requirements to be applied to procurements.
- ➢ Research and learn new technology as required.
- ➢ Architect enterprise solutions including data, display, and information architecture.
- ➢ Work with key staff leaders to understand functional requirements, and then create technical specifications and solutions that ensure functional requirements are met efficiently.
- ➢ Design and review programs to ensure they meet industry best practices and accessibility requirements.
- ➢ Read, interpret, and apply a variety of technical information (e.g. technical manual documentation).
- ➢ Interpret, explain, and ensure compliance with Library policies and procedures.
- ➢ Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- ➢ Use English effectively to communicate in person, over the telephone, and in writing.
- ➢ Understand scope of authority in making independent decisions.
- ➢ Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- ➢ Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

QUALIFICATIONS

Education and Experience:
Bachelor's degree from an accredited college or university in Computer Science, Computer Engineering, Management Information Systems, or closely related field, and a minimum of two (2) years of work experience in the following areas: programming professional web applications; developing website interfaces and/or applications for mobile web and responsive web design, and working with website content management systems.

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PHYSICAL DEMANDS

Must possess mobility to work in a standard office and library setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups, and over the telephone; the ability to operate a motor vehicle and to visit various branches and meeting sites. This classification primarily works indoors and requires movement between work areas. Finger dexterity is needed to access, enter, and retrieve materials and data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push and pull when installing and repairing computers and various other equipment. Positions in this classification occasionally lift and carry reports, records, and materials that typically weigh less than twenty-five (25) pounds. Employees may push wheeled carts loaded with library materials or equipment weighing up to and occasionally more than one-hundred (100) pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work flexible schedules including evenings and weekends.