Bemidji State University and Northwest Technical College invite applications for the position of:

**Web Developer**

**MAPE JOB POSTING**

**CLASSIFICATION:** Information Technology Specialist 3 (01003438)

**OPENING DATE:** September 30, 2019

**CLOSING DATE:** Tuesday, October 29, 2019

**POSITION LOCATION:** Bemidji State University and Northwest Technical College

**SHIFT & SCHEDULE:** Unlimited Full-time

**POSITION PURPOSE:**
This position provides technical expertise in the analysis, design, development, testing, implementation, maintenance and administration of websites, web applications and their related database systems in support of the academic and administrative information requirements and strategic goals of Bemidji State University (BSU) and Northwest Technical College (NTC). This position is also responsible for the implementation, development, maintenance and administration of the web content management system.

**PRINCIPLE RESPONSIBILITIES:**

1. Provide website analysis, design, development, testing, implementation, maintenance, documentation, and support while ensuring accessibility, usability, and security.

   Establish and develop information architecture. Design and develop web pages, themes, layouts, and systems in accordance with accessibility, usability and security guidelines. Implement search engine optimization best practices. Continually monitor web pages, forms and links to ensure accuracy and functionality. Meet with constituents and determine how their needs can be addressed through the web environment and provide guidance and advice. Track usage of websites, analyze usage and provide consultation to constituents on possible improvements to their websites. Provide assistance as needed to users of websites. Provide technical specifications, instructions, and oversight to internal web developers and external web solution vendors.

   Ensure accessibility, usability and compliance with industry web standards and ADA policies and regulations as applied to the web. All websites follow security guidelines. Websites are operational outside of regularly scheduled maintenance and downtime. Web pages, forms and links are functional. Web environment is secure, robust, and stable. Ensure appropriate backup procedures for website.

   **Priority:** Essential **Percent of Time:** 35%

2. Explore cloud web hosting options. Research available hosts and services. Consider cost without sacrificing security and scalability. Recommend solutions to management. Implement changes as requested by management. Ensure the cloud environment is secure, robust and stable. Analyze usage and provide cost analysis to management and stakeholders.

   **Priority:** Essential **Percent of Time:** 20%
3. Develop web applications in support of academic and administrative business requirements to include all phases of application development: analysis, design, development, testing, implementation, maintenance, documentation, and support.

Work with constituents to determine appropriate solutions. Coordinate solutions that meet business needs and goals and integrate them into the existing environment and future strategic development. Provide documentation such as specifications, flow charts, diagrams and other documents as needed. Design, develop, test, and implement applications. Track usage of web applications, analyze usage and make recommendations of possible improvements. Provide technical specifications, instructions, and oversight to internal web developers and external web solution vendors.

Ensure that all web applications operate efficiently and meet technical specifications, security guidelines, design standards, and ADA policies and regulations as applied to the web. Applications are developed and implemented on schedule and according to prioritization. Web applications are operational outside of regularly scheduled maintenance and downtime. Processes and applications are well documented.

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4. Assist the Lead Web Developer in:
   - Administering content management systems for websites and applications; responsibilities include selection, implementation, development, maintenance and support.
   - Developing database systems utilizing industry standards for the analysis, design, testing, implementation, documentation, and maintenance in support of websites and web applications while optimizing effectiveness and efficiency.
   - Administering and configuring application and database servers.

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5. Participate in professional development and continuous improvement activities by attending conferences or web development related training. Stay current technology trends by reviewing trade publications, software and hardware documentation, e-mails, and newsletters.

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6. Provide in person training and training materials including videos and written documentation for content editors.

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7. Perform other duties as assigned to ensure the continuity of operations and the availability of assigned Web sites and their applications and databases.

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MINIMUM QUALIFICATIONS: (To facilitate proper crediting, please ensure that your application and/or resume clearly demonstrate fulfillment of the following minimum qualifications.)

- Bachelor’s Degree in Computer Science or a related field and at least three (3) years of work experience designing and developing web applications and databases; or at least five (5) years of work experience designing and developing web applications and databases
- Experience in WordPress theme and plugin development.
- Thorough understanding and experience developing WC3/ADA compliant web applications.
- Experience in graphic design and user interface design.
- Experience working with Linux.
- Experience with source control management and understanding of software development techniques.
- Experience designing and developing websites that display and function well on all devices including mobile devices.
PREFERRED QUALIFICATIONS:
- Demonstrated experience with web frameworks such as Node.JS.
- Experience working with or advanced knowledge of cloud-based applications, resources and services
- Understanding and experience with test-driven development.
- Ability to communicate effectively both orally and in writing with a diverse clientele.
- Experience with developing and providing training and support to broad audiences.
- Extensive experience in PHP, Python, BASH, JavaScript, HTML, XML, CSS, MySQL or MSSQL.
- Skilled in information architecture.

OTHER CONSIDERATIONS:
- All applicants must be able to lawfully accept employment in the United States at the time of an offer of employment.
- Employment for this position is covered by the collective bargaining agreement for the Minnesota Association of Professional Employees (MAPE), which can be found at https://mn.gov/mmb/employee-relations/labor-relations/labor/mape.jsp
- Official transcript(s) must be provided to Human Resources upon hire.
- In accordance with the Minnesota State Colleges and Universities (MnState) Vehicle Fleet Safety Program, faculty and staff driving on college/university business, who use a rental or state vehicle, shall be required to complete a vehicle Use Agreement form and conform to MnState’s vehicle use criteria and consent to a motor vehicle records check.
- BSU and NTC are tobacco free workplaces (see policy)

Application Process - Apply for Vacancy Posting 35947, on the Minnesota Management and Budget website: http://mn.gov/mmb/careers/

If you are unable to apply online, please contact the job information line at 651.259.3637
For additional information about the application process, go to http://www.mn.gov/careers

If you have questions about the position, contact Maria Bock at marie.bock@bemidjistate.edu.

If you have general questions about this posting or submitting an application, contact Teresa Hanson at teresa.hanson@bemidjistate.edu.

All employees must comply with department and institution procedures and policies, MnState policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty. In accordance with the Minnesota State Colleges and Universities (MnState) Vehicle Fleet Safety Program, employees driving on university or college business, when using a rental or state vehicle, shall be required a Vehicle Use Agreement form and consent to a Motor Vehicle Records check annually.

UNIVERSITY / COMMUNITY
WHY BEMIDJI:

The greater Bemidji community has a population of 25,000 and serves as a regional center for education, commerce, recreation, health care, and the arts.

Bemidji State University, located amid the lakes and forests of northern Minnesota, occupies a wooded campus
along the shore of Lake Bemidji. Enrolling more than 5,100 students, Bemidji State offers more than 80 undergraduate majors and eight graduate degrees encompassing arts, sciences and select professional programs. BSU is a member of the Minnesota State system of colleges and universities and has a faculty and staff of more than 550. The university’s Shared Fundamental Values include environmental stewardship, civic engagement and international and multicultural understanding.

Northwest Technical College, has prepared students for fulfilling careers in high-demand fields for more than 50 years. The college’s accessible, affordable, hands-on programs also help the region’s employers meet their ever-growing need for a highly skilled workforce. NTC serves more than 1,000 students with an excellent education, an open-enrollment policy and affordable tuition. Students may pursue nearly 40 degree, diploma and certificate programs in six distinct career paths. Classes are offered on campus, online, or as a combination of both. NTC is a member of the Minnesota State system of colleges and universities.

In this Northwoods setting, students, staff and faculty have a variety of activities at their fingertips. Possessing all the charm and character of a college town, Bemidji remains a tight-knit community of good neighbors and engaged citizens who always come out to cheer for the Bemidji State Beavers. While the city of Bemidji — named after the Ojibwe Chief Shaynowishkung (nicknamed Bemidji) — is home to a diverse population of more than 15,000 people, it serves a regional population of more than 100,000.

Located between three American Indian reservations – Leech Lake, Red Lake and White Earth, students at Bemidji State University and Northwest Technical College have the opportunity to experience a dynamic local culture and history. Bemidji also sits at the center of the legends of Paul Bunyan and Babe the Blue Ox. The famous statues of Paul and Babe greet students as they drive in from the south along Lake Bemidji.

Though quaint and historic, the city offers the urban conveniences upon which college students rely. Bemidji State and Northwest Tech are both conveniently located minutes away from affordable restaurants, cozy coffee shops, grocery stores, city parks and more. Small, locally owned shops and art sculptures line the streets of downtown Bemidji, while national chains can be found in and around the Bemidji area, including an uptown selection of department stores and restaurants.

The thriving downtown community presents ample opportunities for engagement off-campus. Among other things, there are fine-dining restaurants, cafes, and a natural foods co-op in downtown Bemidji. The historic Paul Bunyan Playhouse has a calendar of classic shows; restaurants and lounges offer weekly live music performances; the First Friday Art Walk provides a tour of new monthly art exhibits; and annual events such as the Loop the Lake Festival, the Dragon Boat Festival, the Blue Ox Marathon, Bemidji Winterfest, and The Minnesota Finlandia bring the community together.

For those who love the outdoors, there are wooded, multi-use trail systems within minutes of campus and community parks with walking trails, playgrounds and a skate park. Lake Bemidji State Park and its miles of navigable trails is located directly across the lake from BSU, and the Buena Vista Ski Area — just 12 miles north of campus — offers downhill skiing and campus-sponsored student transportation in the winter months. Further, the Mississippi River Headwaters is a mere 45 minutes from Bemidji.

For further information, visit our websites at: http://www.bemidjistate.edu and https://www.ntcmn.edu.

Review a "special report on how this former lumber town has rebuilt itself as a high-speed, regional center of enterprise" at Bemidji 2.0

Bemidji State University / Northwest Technical College are Affirmative Action Equal Opportunity Employers and Educators. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.