



Submit resume and cover letter by – June 24, 2018 to:
Northern Water
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Berthoud, CO 80513 careers@northernwater.org Preferred

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Job Specifications

Web Team Lead, Developer/Analyst

Date: May 2018

Division/Department: Administration/Information Technology Department

Reports To: Information Technology Department Manager

Type of Position: Full-time Part-time

Hours: 40/week

Status: Exempt Nonexempt

General Statement

Under the general supervision of the Information Technology Department Manager, this position is responsible for managing and maintaining Northern Water's online web presence by developing, implementing and maintaining internet/intranet web applications. This position handles all stages of web development from conception to deployment and is responsible for executing approved web solutions and the overall web strategy in collaboration with the Web Team. Based on the task assigned the employee may work independently or as part of the Web Team.

Job Duties

- Manage and coordinate all Web Team activities for web initiatives, including content workflow; handle problem resolution related to both web back-end and front-end issues.
- Complete web development by coordinating requirements, schedules, and activities; manage web team meetings; troubleshoot development and production problems across multiple departments.
- Define website objectives by analyzing user requirements envisioning system features and functionality.
- Design and develop user interfaces to internet/intranet applications by setting expectations and features priorities throughout development life cycle; determine design methodologies and tool sets; complete programming using languages and software products; design and conduct tests.
- Support end users by developing documentation and assistance tools and by providing advice, coaching and educational opportunities.
- Integrate data from various back-end services, APIs, and databases.
- Monitor and analyze website utilization with tracking tools such as Google Analytics.
- Design, develop, modify, and maintain SharePoint Intranet and Extranet sites. Implement SharePoint-based workflows as well as the development of Business Intelligence dashboards.

- Update job knowledge by researching new internet/intranet technologies and software products; participating in educational opportunities; reading professional publications; maintaining personal networks; and participating in professional organizations.
- Recommend system solutions by comparing advantages and disadvantages of custom development and purchase alternatives.

Training Experience or Education Requirements

Experience Required

- Five or more years of web development experience in complex information systems utilizing web development tools such as C#, Visual Studio, HTML5, and JavaScript. Two or more years' experience functioning as a team lead on web development projects overseeing all aspects of web development life cycle.

Education Required

- Bachelor's Degree in Computer Science or related field, or Associate's Degree with 5 or more years of web programming and project management experience with web applications.

Knowledge, Skills, and Abilities

Thorough Knowledge of:

- Visual Basic, C#, NET, HTML5, JavaScript, CSS, CSS3, AJAX, T-SQL, REST and SOAP Web Services utilizing JSON and XML;
- Ability to develop applications in Microsoft Visual Studio and SQL Server;
- Programming principles and practices for various computer platforms functioning in a centralized, distributed, client-server and stand-alone environment.
- Web user interface responsive design; web programming skills; software requirements, architecture, and development fundamentals; multimedia content development; cross channel social media and search engine optimization; software debugging; project management; technical leadership, and excellent written, verbal, and visual communication.

Skills

- Manage diverse and multi-functional teams with an understanding of how to resolve staff and team issues;
- Work independently in the absence of supervision.

Abilities

- Organize work to achieve specific project requirements;
- Establish and maintain effective working relationships with other departments, employees, and the general public;
- Work within a team environment with limited supervision;
- Communicate effectively both orally and in writing;

- Identify key issues, develop action plans, maintain project schedules, manage resources, coordinate in-depth analysis, and deliver quality solutions on time and within budget;
- Make effective oral presentations to large and small groups of employees;
- Write routine reports and correspondence;
- Design and conduct training sessions for users;
- Analyze complex administrative processes and computer systems, identify problems, develop logical conclusions, and implement effective solutions;
- Design, program, install, and maintain web applications using different programming languages and operating systems;
- Coordinate web development activities with other Northern Water employees.

Physical Requirements

- Occasional physical activity is required, including walking, bending, stooping or climbing stairs during site visits or equipment inspections.
- Requires prolonged sitting and sustained operation of keyboard devices.
- Must be able to meet the physical requirements of a post-job offer physical examination.

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

Other Requirements

- Maintains a personal appearance appropriate for job position and image of Northern Water.

This job description in no way states or implies that these are the only duties to be performed by this employee.

Northern Water is an equal employment opportunity employer.