

# PPAI JOB DESCRIPTION

## .NET Developer

### *Provide a brief summary describing a successful job performance*

Junior developer maintaining web sites and web applications for the association. Ability to successfully work with departments and stakeholders to fulfill development projects. Responsibilities include project scope analysis, outlining specifications, identifying business logic, managing timelines, site design, and implementation. Ideal candidate is proficient working with Microsoft technologies, servers, and solutions. Core skills would include ASP.NET MVC development, C#, MS SQL.

### Reporting Structure

Title of reporting manager: Director of IT
Department: IT

### Job Status

FLSA Status (Exempt / Non-Exempt): Exempt
Compensation (Hourly / Salary): Salary
Job Status (Full-Time /Part-Time /Temp): Full-Time
Daily Schedule (Start time Flexible / Not Flexible): Flexible
Work Location: HQ

### Job Discretion

How many people does this position supervise: 0
Does this position have disciplinary responsibilities: No
Does this position have hiring / termination responsibilities: No
Does this position have evaluation responsibilities: No

### Essential Functions and Primary Duties *(list up to 10 most important points)*

1. Maintain websites and web applications in use by the association
2. Troubleshoot and correct production system errors when they occur
3. Create / maintain internal applications designed for specific departments
4. Monitor and maintain database maintenance routines
5. Interface with project stakeholders to fulfill development requirements
6. Create / maintain web services needed to communicate with 3<sup>rd</sup> party applications
7. Work on a variety of projects as well as work order tickets
8. Work independently or within a team framework to deliver projects
9. Ability to de-construct and evaluate code
10. Ability to clearly convey technical information to non-technical users

### Secondary Responsibilities *(list up to 7 lesser important points)*

1. Work with members or staff to resolve technical issues with accounts
2. Ability to adjust to changes in assignments based on unanticipated end-user initiatives
3. Assist staff with development-related training and troubleshooting
4. Perform evaluations of third party software applications

**Association Wide Responsibilities & Values (expectations of everyone)**

1. Provide honest and ongoing communication as needed to support success throughout the organization
2. Meet established deadlines for all projects, reports and communications for all audiences both internally and externally.
3. Provide high-quality products, reports, communications and projects for all audiences internally and externally.
4. Be fair, consistent, responsive and supportive of leaders, staff, board members, members and vendors
5. Help PPAI to continually seek improvement. Be prepared to personally manage changes taking place within PPAI and the industry.
6. Be empowered, accountable and responsible for your career success, actions, influence and impact upon the organization as a whole.
7. Foster cultural values, mission and overall organizational guidelines of PPAI.

**Education Requirements**

School/Certification Authority	Degree/Certification	Major/ Minor
4 Year College	BS	CS/CE/Equivalent
Or Equivalent work experience		

**Experience Requirements**

Type of Work	Years of experience	Depth of Experience
.Net Development	<5 Years	Moderate
SQL Server	<5 Years	Moderate
Web development	<5 Years	Moderate

**Knowledge, Skills and Abilities**

KSA's	Years of experience	Depth of KSA's
Object Oriented Methodologies	<5 Years	Moderate
Requirements Gathering	<5 Years	Moderate
.Net Web Technology Development	<5 Years	Moderate
SQL Server	<5 Years	Moderate
Umbraco CMS		Any is a plus

**Physical Requirements**

- \*Sitting: Extended
- \*Standing: Minimal
- \*Lifting: Minimal
- \*Pushing/Pulling: Minimal
- \*Bending/Stooping: Minimal
- \*Extended work hours, extended weeks (endurance requirement): Light-Moderate

**Work Environment**

- \*Office environment: Yes
- \*Trade show floor or event venues: Yes
- \*Temperature controlled environment: Yes