



Position Description

POSITION TITLE:	Full Stack Web Developer/IT Technician
DEPARTMENT:	Administration
REPORTS TO:	Legislative Services Director

SUMMARY OF POSITION:

The Full Stack Web Developer/IT Technician is required to provide maintenance and development of our web-based technologies as well provide computer and network support to our staff. In addition, the Full Stack Web Developer/IT Technician is to ensure all technology is up to date and working properly and data is properly backed up.

RECOMMENDED TRAINING & QUALIFICATIONS:

- Minimum two (2) years PHP software development experience
- Minimum two (2) years HTML/CSS/JavaScript experience
- Experience with Laravel/Livewire framework
- Experience with intuitive and positive UI/UX design
- Experience with PostgreSQL and/or MySQL database
- Familiarity with AlpineJS, Tailwind CSS, and GIT
- Experience with Linux and NGINX/Apache web servers
- Minimum two (2) years of IT related experience or certification
- Demonstrated skill in the use and support of Microsoft OS and Microsoft Office
- Experience with Bellamy Accounting Software and/or QGIS an asset
- University of Alberta – NACLAA Program
- Ability to maintain and respect all confidentiality requirements
- Attention to detail, analytical mind, & excellent communication and teamwork skills
- Safety: Safety Orientation, First Aid, WHMIS 2015, others as applicable

KEY DUTIES AND RESPONSIBILITIES:

1. Full Stack Web Developer

- a) Love to write beautiful code and believe writing tests is a kindness, not a nuisance
- b) Design client-side and server-side architecture under the guidance of our Legislative Services Director
- c) Maintain databases, data integrity and backups
- d) Maintain existing websites and develop new functionality to better serve staff and citizens
- e) Use GIT to protect code integrity and to provide record of daily progress
- f) Provide clear and concise documentation both in source code and for end users
- g) Work to understand municipal process and users to improve quality of services offered

FULL STACK WEB DEVELOPER/IT TECHNICIAN JOB DESCRIPTION

h) Stay current in software development technologies being used

2. IT/Database Technician Functions

- a) Maintain computer, phone, and network systems for Starland County
- b) Maintain, update, troubleshoot & provide support for software applications
- c) Offer assistance and support to users with software and hardware
- d) Ensure systems have virus and ransomware protections in place and that data is properly being backed up
- e) Troubleshoot problems with County networks and peripheral equipment, including problems with hardware and software
- f) Make purchase recommendations, including helping users assess needs and providing justification for hardware, software and/or services
- g) Establish and maintain an inventory and replacement schedule of all County owned computer hardware and software
- h) Coordinate technician assistance if required for repairs to all technical equipment
- i) Maintain current knowledge of computer operating procedures and standards

3. All other duties as assigned by the Legislative Services Director and/or the Chief Administrator Officer

SAFETY COMMITMENT:

Employee is responsible for full cooperation with all aspects of the health and safety program, including compliance with all rules and regulations, and for continually practicing safety while performing their duties. This position is not a safety sensitive position, so drug and alcohol testing are not required on hiring.

*Revised as of November 2021