

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE:  NEW POSITION  EXISTING POSITION

**Part 1 - Items 1 through 12 to be completed by department head or personnel office.**

1. Agency Name <b>Kansas State Historical Society</b>	9. Position No. K0040963	10. Budget Program Number 01031
2. Employee Name (leave blank if position vacant) .	11. Present Class Title (if existing position) <b>Applications Developer II</b>	
3. Division <b>Administration</b>	12. Proposed Class Title	
4. Section <b>IT</b>	For Use By Personnel Office	13. Allocation
5. Unit		14. Effective Date
6. Location City Topeka County Shawnee		15. By _____ Approved
7. (circle appropriate time) Full time      Perm.      Inter. Part time      Temp.      % 100		16. Audit Date: _____ By: _____ Date: _____ By: _____
8. Regular hours of work: (circle appropriate time) <b>8 a.m – 5 p.m., Monday-Friday</b>		17. Audit Date: _____ By: _____ Date: _____ By: _____

Agency Number

Position Number

**PART II - To be completed by department head, personnel office or supervisor of the position**

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

<b>Name</b>	<b>Title</b>	<b>Position Number</b>
	Public Service Executive II	K0050583

  

Who evaluates the work of an incumbent in this position?

<b>Name</b>	<b>Title</b>	<b>Position Number</b>
	Public Service Executive II	K0050583

20.a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This position plans and carries out assignments with minimal supervision. The employee has considerable autonomy in implementing the work of the position. Incumbents usually receive a general outline of the work to be performed and are free to develop their own sequences and methods within the scope of established policies and requirements. Assignments are given in the form of overall objectives for business outcomes.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

	<p><b>Overview</b></p> <p>This is full performance technical work in information systems analysis and application development. The employee will perform all aspects of complex website, web application, mobile application, and interactive museum exhibit development and maintenance. The work involves several information systems, technologies, and products, and the employee will use open source software extensively.</p> <p>The employee will develop custom web and mobile applications and also will investigate, analyze, evaluate, customize, and implement commercial and open-source software. The work includes analyzing, identifying, and documenting application requirements; preparing system designs and detailed specifications from which application software will be written or customized; and coding, testing, debugging, documenting, maintaining, and modifying application software.</p>
50% E	<p><b>Website Content Management System (CMS) Implementation and Maintenance</b></p> <ul style="list-style-type: none"> <li>• Collaborates with stakeholders to analyze business needs and gather, document, and maintain agency website CMS functional and technical requirements;</li> <li>• Periodically investigates, analyzes, and evaluates available commercial and open source website content management systems;</li> <li>• Presents, when warranted, website CMS options to stakeholders for evaluation;</li> <li>• Configures, customizes, tests, debugs, and deploys website CMS;</li> <li>• Coordinates content migration to website CMS;</li> <li>• Ensures website CMS compliance with State of Kansas web accessibility requirements;</li> <li>• Verifies website CMS support for responsive web design;</li> <li>• Implements appropriate role-based access control for website CMS;</li> <li>• Maintains, enhances, and upgrades website CMS.</li> </ul>
25% E	<p><b>Web Application Development</b></p> <ul style="list-style-type: none"> <li>• Develops custom and implements commercial and open source web applications for internal and external customers;</li> <li>• Collaborates with stakeholders to analyze business needs and gather functional requirements for web applications;</li> <li>• Creates technical design specifications for web applications to meet business needs and functional requirements;</li> <li>• Investigates, analyzes, and evaluates commercial and open source web applications that align with business needs and functional requirements;</li> <li>• Configures, customizes, tests, debugs, documents, and deploys commercial or open source web applications;</li> <li>• Codes, tests, debugs, documents, and deploys custom web applications;</li> <li>• Ensures web application compliance with State of Kansas web accessibility requirements;</li> <li>• Maintains, enhances, and upgrades web applications.</li> </ul>
10% M	<p><b>Mobile Application Development</b></p> <ul style="list-style-type: none"> <li>• Develops custom and implements commercial and open source mobile applications for internal and external customers;</li> <li>• Collaborates with stakeholders to analyze business needs and gather functional requirements for mobile applications;</li> <li>• Creates technical design specifications for mobile applications to meet business needs and functional requirements;</li> <li>• Investigates, analyzes, and evaluates commercial and open source web applications that align with business needs and functional requirements;</li> <li>• Configures, customizes, tests, debugs, documents, and deploys commercial or open source web applications;</li> <li>• Codes, tests, debugs, documents, and deploys custom mobile applications;</li> <li>• Ensures mobile application compliance with State of Kansas web accessibility requirements;</li> <li>• Maintains, enhances, and upgrades mobile applications.</li> </ul>
10% M	<p><b>Interactive Exhibit Development</b></p> <ul style="list-style-type: none"> <li>• Collaborates with stakeholders to gather functional requirements for interactive exhibits;</li> <li>• Creates technical design specifications for interactive exhibits to meet functional requirements;</li> <li>• Acts as a liaison to interactive exhibit development vendors;</li> <li>• Codes, tests, debugs, documents, and deploys custom interactive exhibits.</li> </ul>

5% M	<b>Other Duties As Assigned</b> <ul style="list-style-type: none"> <li>• Collaborates with other members of information technology staff to develop the agency's technology infrastructure;</li> <li>• Assists in maintaining essential agency information technology operations.</li> </ul>
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22.a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.  
 Lead worker assigns, trains, schedules, oversees, or reviews work of others.  
 Plans, staffs, evaluates, and directs work of employees of a work unit.  
 Delegates authority to carry out work of a unit to subordinate supervisors or managers.

Work involves leadership as a senior consultant or project leader on diverse and complex web and mobile applications.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title	Position Number	Name
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23. Which statement best describes the results of error in action or decision of this employee?  
 Minimal property damage, minor injury, minor disruption of the flow of work.  
 Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.  
 Major program failure, major property loss, or serious injury or incapacitation.  
 Loss of life, disruption of operations of a major agency.  
Please give examples.

The Kansas Historical Society website, which receives over 20.5 million page views annually, represents the agency's most significant information and service delivery tool. If the website is poorly designed or performs inadequately, the agency's reputation will be negatively impacted and customers will fail to readily access key information about agency programs, services, and collections.

Web and mobile applications developed and maintained by this position support essential agency business processes. Poorly designed web and mobile applications can adversely impact staff productivity and customer service. Web and mobile application outages can result in significant loss of staff productivity and customer satisfaction.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily interactions with agency IT staff, marketing staff, web content creators, and web applications end users. Occasional contact with agency managers and executives, vendor representatives and IT staff from other state agencies.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Possible eye and/or back strain from long periods in front of a computer screen.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Daily use of personal computers, mobile devices, servers, printers, scanners, copiers, and telephones.

**PART III - To be completed by the department head or personnel office**

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education – General -----Must possess the following:

Successful completion of 18 hours in computer science coursework or certification and one year experience coding, testing, and debugging application programs or two years' experience coding, testing, debugging, and documenting application programs. Education may be substituted for experience as determined relevant by the agency.

Education or Training - special or professional:

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Licenses, certificates and registrations:

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Special knowledge, skills and abilities

The successful candidate will be an innovative, future-thinking team player, eager to learn and share knowledge with teammates and users. He or she will be a strong communicator with a passion for using current and emerging technology to enhance the KSHS customer experience.

Preferred qualifications for the position include:

**Knowledge of**

- Application development best practices, tools, and techniques;
- A web programming language, such as PHP or Python;
- A web development framework using the Model-view-controller architecture, such as CakePHP or Django;
- Web markup, including HTML5 and CSS;
- Web content management systems such as WordPress or Drupal;
- Relational database systems and SQL in support of web applications;
- Responsive web design;
- Search enhancement technologies, including search platforms such as ElasticSearch;
- Web application load and performance testing tools;
- Web analytics, including tools such as Google Analytics;
- Mobile application development on multiple platforms, including both iOS and Android;
- Web and mobile application accessibility requirements and technologies;
- Linux operating system; software versioning and revision control systems (e.g. Subversion), and the Apache web server.

**Ability to**

- Aggressively stay informed on emerging trends in technology and share knowledge with teammates and stakeholders;
- Work collaboratively with co-workers in a team environment;
- Listen actively and ask clarifying questions;
- Communicate ideas clearly, concisely, and intelligibly -- both verbally and in writing -- to functional users, other developers, graphic designers, marketing professionals, managers, and external vendors;
- Accurately estimate time and resources required to implement proposed projects, share estimates with stakeholders and management, and complete project in accordance with estimates;
- Effectively management multiple projects and priorities with minimal supervision;
- Convert functional requirements and logical models into a technical application design;
- Convert mockups and layouts from a graphic designer into production-ready code;
- Design, plan and execute application testing strategies and tactics to ensure software quality throughout all stages of application development;
- Implement commercial and open source application software and integrate with existing applications, databases, and technology platforms;
- Consistently and thoroughly document custom applications and any modifications made to commercial and open source applications.

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Experience - Length in years and kind

One year experience coding, testing, and debugging application programs or two years' experience coding, testing, debugging, and documenting application programs. Education may be substituted for experience as determined relevant by the agency.

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

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**Approved:**

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Signature of Employee

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Date

\_\_\_\_\_  
Signature of Personnel Officer

\_\_\_\_\_  
Date

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Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agency Head or

\_\_\_\_\_  
Date

Appointing Authority