



TITLE: INTERMEDIATE SHAREPOINT/WEB DEVELOPER

CLASSIFICATION: INFORMATION SYSTEMS 24

The Office of the Auditor General (the OAG or Office) is an independent office of the Legislative Assembly and the people of British Columbia by providing independent assessments and advice that enhance government accountability and performance. Authorities for the Office of the Auditor General are derived from the *Auditor General Act*.

JOB OVERVIEW

Reporting to the IT Business Analyst, the SharePoint Developer provides technical expertise and advice in the development and maintenance of applications within an on-premise SharePoint 2016 environment. Activities include leading technical implementations of custom applications, and includes analysis, design, coding, testing and implementing application fixes.

ACCOUNTABILITIES

Required:

- Designs, programs, implements and documents application enhancements, and tunes and reprograms portions of applications to make them run more efficiently and to ensure optimum use of system resources.
- Utilizes application development and enhancement methods to analyse and design enhancements within the applications; including job, object and user creation; and configuration of workflow processes, and multi-level user security.
- Analyses and evaluates the impact of enhancements to existing systems, or the requirements for design of new systems.
- Documents in “plain language” business systems, procedural specifications and ongoing operational methods.
- Provides ongoing application support to clients including diagnoses and problem resolution, correction of errors, and developing ad hoc data queries and reports for client use.
- Implements release management procedures and coordinates maintenance (e.g. coordinate bug fixes with vendors; schedule and put into production; close service tickets).
- Performs quality assurance reviews of deliverables and conducts test procedures to ensure that application designs meet user business needs, government IT technical standards, best practices, and contract specifications.
- Participates in user needs analysis sessions to ensure business and technical designs meet business requirements.
- Drafts and maintains program, process and security documentation.
- Researches industry best practices and new technologies, and recommends innovative solutions.
- Participates in the maintenance of software development standards. Ensures that all code adheres to the established standards.
- Assists in the integration of third party applications into the SharePoint environment.

JOB REQUIREMENTS

- Degree, diploma, certification or equivalent in the computer science field, or equivalent and
- Multiple years of successful experience in a broad number of application development tools including web development with .net technologies (CSS, Visual Studio, C++) as well as Visual Basic and SharePoint 2010, 2013 and/ or 2016,
- Experience with form and workflow process software such as InfoPath and Nintex Workflow (or workflow equivalent),
- Experience building sites and pages with “out-of-the-box” SharePoint 2013/2016 functionality and SharePoint Designer.
- Knowledge of records management principles and SharePoint Records Centre is an asset.
- Knowledge of SQL Server, SSRS and MS Access database technologies is an asset
- Knowledge of application design and the development life cycle.
- Knowledge of computer system operation environments, applications and programming languages
- Successful completion of a criminal records check.

BEHAVIOURAL COMPETENCIES

Personal Accountability

- Builds collaborative relationships.
- Models professional and respectful behaviours consistent with the Office values.
- Builds communication skills by leveraging own strengths and seeking opportunities to improve capabilities.
- Handles situations of conflict by striving to understand the perspective of others to reach win/win solutions

Business Acumen

- Applies sound judgment and critical reasoning in decision making and problem solving.
- Demonstrates ability to ‘speak the language’ by using OAG and Public Sector terminology to engage in meaningful dialogue at the Management level.

Continuous Improvement

- Adapts priorities aligned to OAG demands and with consideration of business constraints.
- Demonstrates a willingness to take calculated risks.
- Develops recommendations for specific improvements to work processes and practices.
- Acts as a change agent

Tech Expertise

- Subject matter expert in web development, SharePoint technologies and other applications as noted in requirements

Service Focus

- Applies client knowledge and insights to resolve basic issues.
- Demonstrates active listening and follow up with a client
- Develops collaborative client relationships to deliver a ‘no surprises’ experience