



Job Description

Job Title:	Technical Project Developer	Grade:	K
Department:	Professional Development and eLearning	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Plans less complex instructional systems, dealing with a variety of interrelated media and technology elements, to improve classroom productivity and student learning; assists in the planning, marketing, and implementation of online courses.

Characteristic Duties and Responsibilities:

1. Manages the daily operations of the Professional Development Learning Management System including back-end management, HTML/CSS editing, script writing, SQL updating to the database.
2. Develops, coordinates and facilitates technology related trainings to all employees at all campuses.
3. Consults with departments to identify SharePoint management needs and then designs, develops, and supports solutions.
4. Develops technology solutions to enhance employee productivity and efficiency.
5. Designs, develops SQL scripts, interpret, and communicate employees Professional Development data reports.
6. Provides support to all employees seeking end-user technology related assistance.
7. Facilitates technology related trainings at employee orientations
8. Researches emerging technologies that will optimize processes
9. Performs other duties as assigned.

Reporting Relations:

Direction Received: Reports to the Director of Professional Development Technology and Wellness
Direction Given: Not responsible for directing or providing functional guidance to other staff



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Minimum Requirements:

Bachelor's Degree from a regionally accredited institution and 2 years of training environment experience and over 2 years of experience developing and/or supporting computers, software packages, and internet technologies

Preferred Qualifications:

Knowledge, Skills, Abilities and Worker Characteristics:

- Must be a team player, creative, and the knowledge and application of emerging technologies
- Skills in current programming and data management standards
- Ability to maintain effective working relationships with those contacted in the course of work
- Ability to manage time, communicate clearly and concisely, documented and maintain organization of work
- Maintain a customer focus in providing technology services to the College's community
- Possesses positive and professional outlook, personal integrity, and problem solving ability
- In-depth knowledge of one or more current web mark-up or scripting languages such as HTML, XHTML, CSS

Working Conditions:

Typical office environment; may walk between buildings on campus; may travel to other campuses and overnight travel to conferences and seminars; may experience minor discomfort from extensive use of a computer and display