# Full Stack Web Developer

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## OUR MISSION

BICSI is a global professional association supporting the advancement of the information and communications technology (ICT) profession. Our vision is to be the preeminent ICT resource for the connected world with focused values in integrity, service, and excellence.

## SUMMARY

This position's primary purpose is programming and developing BICSI's web applications and integrating BICSI's enterprise systems utilizing web services and other technologies, to align applications, systems, services and technologies to meet BICSI's business needs. This individual must have the ability to take a web development project from concept to launch including user studies, debugging, testing and documentation. This position requires the ability to independently organize and prioritize multiple jobs in a fast paced, multi-tasking environment, and to utilize state-of-the-art development methodologies. The person will work closely with the Marketing Team as well as other BICSI team members.

## SUPERVISORY ROLE

Supervises no employee(s).

## DUTIES/RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

- Design, create, and develop BICSI's Web applications utilizing JavaScript, REACT, .Net (VB.Net, C#, Restful WebAPI).
- Align technical aspects of BICSI's Content Management Systems with business goals and user needs.
- Develop and maintain structural elements of BICSI's web applications.
- Integrate web code with BICSI's membership database system (Aptify).
- Remain abreast of technological advances in the field and be able to identify areas where implementation of advances will improve the organization's web platform.
- Gain knowledge of our Learning Management System environment and provide support to internal users.
- Interface with a number of constituents in cross-functional teams is critical to the success of this position.
- Function with a minimum of supervision and meet deadlines.
- Plan and develop IT solutions critical to the success of constituents.
- Work with BICSI staff to gather information for each major conference and publish to mobile app.
- Adjust to changing schedules and priorities without sacrificing quality.
- Work with the Marketing Team and other BICSI team members on developing strategies to enhance user experience with modifications to our CMS and Aptify controls.
- Understand and analyze business requirements to design and develop applications to meet requirements.
- Revise, analyze, document, enhance, and debug existing code.

As with all members of the IT Department, serves as a liaison and representative for member needs including, but not limited to, the following:

- Maintain awareness of member and nonmember needs/concerns.
- Design solutions to address member and nonmember needs/concerns.
- Provide prompt responses and updates to member and nonmember inquiries, via telephone, e-mail, or other such appropriate methods.
- Evaluate member concerns, solving most independently, while forwarding concerns to department management when appropriate.
- Performs other duties as assigned.

## REQUIRED SKILLS/ABILITIES

**Computer Skills:**
To perform this job successfully, an individual should have:
- JavaScript
- .Net (C#, ASP.Net, Restful WebAPI)
- MVC
- KendoUI
- MS SQL
- Experience with Aptify (preferred)
- Azure
- Microsoft Office Products
- CMS software experience - Sitefinity (preferred)
- Code Repository experience
- Cross/Reverse Browser Compatibility
- Understanding Web Architecture
- Understanding User Interface Design (UI Design)
- Experience with popular APIs and other web framework

**Math Ability:**
Ability to calculate figures and amounts such as discounts and percentages.
- Excellent verbal and written communication skills
- Excellent interpersonal and conflict resolution skills
- Excellent organizational skills and attention to detail
- Strong analytical and problem-solving skills
- Strong supervisory and leadership skills

## TRAVEL

Limited travel less than 10% annually. Must be able to obtain a U.S. passport.

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## EDUCATION AND EXPERIENCE

- Minimum of a high school diploma or equivalent. Bachelor's degree in computer science, information technology, or software engineering is highly desired.
- Minimum of three (3) years of experience designing and developing multi-tier applications using JavaScript & .Net technologies.
- Minimum of two (2) years of experience working with MS SQL Server.
- Proficiency with Microsoft Office 365 suite or related software.
- Relevant web development, database & cloud, and general full stack certifications are also highly desired.

## PHYSICAL REQUIREMENTS

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

The regular work schedule is 40.0 hours per week (Monday-Friday; daytime) and may require additional hours/overtime, as necessary. Must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus and ability to match or detect differences between colors, including shades of color and brightness. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use fingers and hands or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The work environment is as follows: professional office environment; the noise level in the work environment is usually moderate.

## COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

**Analytical** – Collects and researches data; Uses intuition and experience to compliment data; Designs workflows and procedures.

**Problem-Solving** – Identifies and resolves challenges in a timely manner; Develops alternative solutions; Works well in problem-solving situations; Uses reason even when dealing with emotional topics.

**Project Management** – Potential to: coordinate projects; Communicate changes and progress and manage project team activities; Complete projects on time.

**Customer Service** – Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

**Interpersonal** – Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to other ideas and tries new things.

**Oral Communication** – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.

**Teamwork** – Balances individual responsibilities; Exhibits objectivity and openness to others' views; gives and welcomes feedback; Contributes to building a positive team spirit.

**Change Management** – Builds commitment and overcomes resistance; Supports those affected by change with a positive attitude.

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**Leadership** – Exhibits confidence in self and others; Inspires respect and trust; Accepts feedback from others; Displays passion and optimism.

**Quality Management** – Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

**Cost Consciousness** – Works within budget; Conserves organizational resources.

**Organizational Support** – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

**Adaptability** – Adapts to changes in the work environment; Manages priorities and competing demands; Able to deal with frequent change, delays, or unexpected events.

**Attendance/Punctuality** – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

**Dependability** – Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.

**Initiative** – Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; looks for and takes advantage of opportunities; Asks for and offers help when needed.

**Innovation** – Meets challenges with resourcefulness; Generates suggestions for improving work; Presents ideas and information in a manner that gets others' attention.

**Judgment** – Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

**Motivation** – Sets and achieves challenging goals; Demonstrates persistence; Measures self against standard of excellence.

**Planning/Organizing** – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources when necessary; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

**Professionalism** – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration; Performs with integrity.

**Quality** – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Quantity** – Meets or exceeds productivity standards; Completes work in timely manner; Strives to increase productivity.