Tennessee Secretary of State
Tre Hargett

Division of Human Resources and Organizational Development
312 Rosa L. Parks Avenue, 7th Floor
Nashville, Tennessee 37243-1102

Ashley Bowers
Human Resources Director

615-741-7411
sos.hr@tn.gov

JOB ANNOUNCEMENT

Developer
Tennessee Department of State
Information Technology Division

Mission: The mission of the Office of the Secretary of State is to exceed the expectations of our customers, the taxpayers, by operating at the highest levels of accuracy, cost-effectiveness, and accountability in a customer-centered environment.

Supervisor: Information Technology Director

Summary: Under supervision, is responsible for developing and maintaining software of considerable difficulty; performing routine analysis and testing; and performs related work as required.
.
Duties and Responsibilities

1. Compiles, codes, categorizes, calculates, tabulates, audits, or verifies information or data.
2. Tests a program within a multi-user environment by running a real-time simulation with users.
3. Identifies the necessary data elements, keys/search criteria, indexes, data retrieval requirements, and level of security needed for different types of system data.
4. Generates data to test programs and/or system conditions by extracting data from existing sources or entering new data.
5. Tests and troubleshoots programs using generated data to determine if the program produces the correct execution sequence and programs interface as specified.
6. Designs databases and data tables and files based on state approved data naming and structure standards.
7. Writes a test plan describing the types of data and tests needed to check all known possible conditions within the program.
8. Modifies program design narrative based on user feedback and walkthrough results.
9. Code in PHP; Learn and apply knowledge of my SQL, VBS and other languages as needed.
10. Perform other duties as assigned.

Minimum Qualifications

Education and Experience
1. Bachelor's degree in computer science or relevant major.
2. Equivalent combination of relevant education and constructive, varied development experience may be substituted as appropriate.
3. Three or more years of web development and design experience required, including Drupal, PHP and MySQL

4. One year experience working in an Agile/Scrum environment.

<u>Knowledge and Abilities</u>

1. Proficient in Programming Language – PHP
2. Knowledge of .Net
3. Proficient with Drupal
4. Knowledge of Testing Techniques
5. Knowledge of Programming Concepts
6. Knowledge of Systems Development Life Cycle
7. Proficient in both agile/scrum and waterfall methodologies.
8. Proficient knowledge and Concepts of Internet Protocols - firewall, smtp
9. Knowledge of SSL and certificates for enhancing application security
10. Knowledge of system architecture
11. Proficient Knowledge of XML Web Services
12. Proficient Knowledge of code reviews to ensure compliance with best practices, reusability, maintainability and scalability
13. Knowledge of cross platform communication techniques
14. Knowledge of developing software using Object Oriented Programming
15. Knowledge of code management and versioning software
16. Proficient Knowledge of troubleshooting hardware and software production problems
17. Knowledge of computers - leading code reviews
18. Knowledge of computers -writing and executing test plans
19. Knowledge of computers - project management
20. Maintain professional relationships with internal customers.
21. Ability to exercise good judgment in decision making.
22. Ability to think creatively in approaching problem solving.
23. Extreme attention to detail.
24. Ability to work in a Mobile Work Environment.

<u>Physical Requirements</u>
- Good hearing, vision and manual dexterity.

<u>Health, Safety and Security</u>
- Assist the organization in creating a safe and healthy working environment by working safely with the equipment provided.
- Follow instructions given for health and safety purposes and immediately report any unsafe working practices or hazardous working conditions.
- Take whatever measures are necessary to protect materials, and/or property from loss, mutilation or theft.

Salary: Commensurate with experience

To apply, please email your cover letter and resume to sos.hr@tn.gov. Please include the position you are applying for in the email subject.