

EMPLOYMENT OPPORTUNITY-KSBHA:
Applications Developer III
Position #: K0170470

SUBMIT:

DA-215 – State Employment Application
DA-215S - Employment Application Supplemental
Cover Letter
Resume

Position Location: Information Services
Recruiter: Barbara Montgomery
Phone: (785) 296-8558
Starting Pay: \$24.48 per hour.
Closing Date: January 29, 2010

Position Summary:

This position is in charge of all data systems, and oversees all programming projects for the Agency. The incumbent must be familiar with agency hardware and connectivity issues in conjunction with the Technology Support Consultant III.

Planning/Development :

- Develops and oversees the implementation of the Agency's Information Management Plan which conforms to agency budgetary requirements. Develops the required IT 3-year plan, and provides a more detailed version for internal planning. Prepares and submits the IT budget; and authorizes purchases for software, hardware, and miscellaneous equipment within State purchasing requirements.
- Manages all Information Systems that support Agency staff including: networks, internal Microsoft active directory network, website development, Sharepoint Designer, ASP.Net, Visual C#/Basic, VPN network interfaces with remote field offices; telecommunications (i.e. cell phones, blackberry, and remote devices); Enterprise Information Management System (GL/Suite); and provide support for State of Kansas management systems including: SMART, STARS, SOKI, and SHARP.
- Consults with users, management, vendors, consultants and technicians to analyze and assess agency technology needs and requirements. Develops short and long range information technology plans in consultation with management staff and makes recommendations to Executive staff based on feasibility.
- Informs agency Director of system-wide needs and concerns and provides advice to the Board, and management staff on IT issues and planning.
- Plans future upgrades to the Agency's comprehensive database (GL/Suite) in conjunction with management staff.
- Routinely researches and evaluates technology to determine the need for data system and software upgrades and new product installation. Maintains current knowledge of trends, advances and developments in information systems technology. Provides recommendations, cost assessment and feasibility analysis for new software, hardware, or electronic resource purchases for the agency. Coordinates the purchase of compatible software products with vendors and acquires appropriate licensing and networking agreements.
- Develops, implements and manages a document management system.

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Technical Work:

- Manages agency critical software and monitors software processes to determine if they are running as designed. Manages or develops new applications and reports as requested by professional and management staff.
- Designs and codes programs when indicated.
- Monitors databases. Provides expert assistance to fix data errors. Troubleshoots data concerns and problems to ensure the accuracy of all databases. Reviews workflows to improve productivity and ensure quality.
- Writes specifications for enhancements to GL/Suite comprehensive database; and manages project to ensure work is done correctly. Assists in managing online renewal processes. Maintains a database of HTML copies of online renewals and provides backup HTML copies of online renewals to staff.
- Writes Queries, SQL, FTP, and other code as requested.
- Serves as backup to Technology Support Consultant III for recovery and maintenance of hardware, including: Servers, LAN, Firewall, PCs, and peripherals.

Supervision and Training:

- Supervises and evaluates the performance of IT staff. Plans for coverage to ensure Agency systems are supported without interruptions, and is familiar with the job duties in the event of an absence or emergency.
- Assists in providing training to end users with operation of equipment and software. This may involve “training a trainer”.
- Installs or oversees the installation of new software products including testing new features to ensure they function as designed.

Security and Disaster Recovery:

- Oversees development of the Disaster and Recovery Plan-this may include distributing information intermittently in anticipation of a natural disaster. Assesses on an ongoing basis, threats to security of applications and hardware through physical disaster or intrusion.
- Recommends to Executive staff, precautions against security threats and implements security policies.
- Assigns and oversees user access levels under direction of management staff.
- Provides backup support to the Technology Support Consultant III for firewall, VPN, and other security support.
- Works with State of Kansas security and disaster recovery professionals to ensure that the agency has protection that meets or exceeds state standards.

Other Duties:

- Other duties as assigned.

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Minimum Requirements:

Successful completion of 24 hours in computer science coursework or certification and four years experience coding, testing, and debugging application programs. Education may be substituted for experience as determined relevant by the agency.

Preferred Qualifications:

Preferred experience: progressive experience in a position titled Systems Administrator, or Network Administrator in a leadership role and with education and specialized coursework in computer networking, software installation and server configuration or, certification as two or more of the following: MCSA, MCIPT, MCTS or MCSE. Expert in Microsoft Windows Server environments and Windows workstation operating systems. Advanced level ability to diagnose and respond to network and hardware failures.

Veterans Preference Eligible (VPE):

Applicants claiming Veterans Preference must submit a copy of their DD-214 to the Division of Personnel Services. Former military personnel or their spouse that have been verified as a veteran under K.S.A. 73-201 will receive an interview if they meet the minimum competency factors of the position. The veteran's preference laws do not guarantee the veteran a job. Positions are filled with the best-qualified candidate as determined by the hiring manager. Additional VPE information can be found at <http://da.ks.gov/ps/aaa/recruitment/veterans.htm>

Application Requirements:

The Kansas State Board of Healing Arts is an Equal Opportunity Employer and all applicants regardless of race, color, gender, sexual orientation, gender identity, religion, national origin, ancestry, age, military or veteran status, or disability status will be given consideration for the position. Please submit a copy of your Kansas Employment Summary, cover letter, and resume to the Kansas State Board of Healing Arts, Attention: Barbara Montgomery, 235 S. Topeka Blvd., Topeka, KS 66603, on or before January 8, 2010.

Please visit our website at www.ksbha.org to find detailed position information.

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Selection Process:

When you apply for the position, your application will be reviewed by the search committee established by the Agency to determine if you meet the minimum requirements for the position. Applicants who meet the minimum requirements may be screened further to determine if they possess the preferred criteria for the position. Applicants who meet both the minimum and preferred requirements, as well as any additional screening criteria used, will be granted an interview. Applicants substituting education for experience must provide a copy of their transcripts, certifications, and/or other supporting documents. The applications will be scanned electronically and forwarded to the search committee for review. To find out more about the Kansas State Board of Healing Arts or to obtain a detailed position description, please visit our web site at www.ksbha.org