

## Texas Historical Commission Job Vacancy Notice

<b>Position Title:</b>	Database/SharePoint Developer
<b>Classification Title:</b>	Programmer IV
<b>Job Posting Number:</b>	24-26
<b>Salary:</b>	\$6,073.83-\$7,988.89/Month
<b>Salary Group/Class#:</b>	B26/0244
<b>FLSA:</b>	Exempt
<b>Opening Date:</b>	10/31/2023
<b>Closing Date:</b>	Until filled
<b>Duration:</b>	Regular, Full-time
<b>Hours/Week:</b>	40 hours
<b>Work Location Address:</b>	1711 San Jacinto, Austin, TX. 78701

**JOB OBJECTIVE:** Under the guidance of the Senior Developer and the Information Technology Director at the Texas Historical Commission, the Database/SharePoint Developer will perform highly complex computer programming work for the Texas Historical Commission (THC). Work involves coordinating complex database design, development, upgrades, maintenance, systems analysis, systems documentation, and SharePoint administration. Works under limited supervision, with considerable latitude for the use of independent judgment.

### **ESSENTIAL DUTIES:**

1. Create and maintain databases in Microsoft SQL Server using Structured Query Language, including familiarity with stored procedures, user-defined functions, and triggers.
2. Design and manage SharePoint sites.
3. Carry out tests and optimize application support services.
4. Provide customer and operational support as required.
5. Provide support for the production and (as appropriate) development systems to ensure an operational service is maintained.
6. Maintain and schedule testing and production environments as required.
7. Perform project work for the implementation.
8. Coordination and evaluation of IT products to ensure a consistent, effective approach.
9. Carries out tuning and troubleshooting activities (third level support). Implements solutions to prevent problems from re-occurring.
10. Evaluate and review database performance monitoring, implement efficiency improvements, and modify existing databases and database management systems.
11. Produce data definitions, technical specifications, and user manuals for automated tools.
12. Plan and implement database upgrades, support, and maintenance activities.
13. Provide on-demand database reports in various output formats.
14. Design and manage web-based applications using Microsoft .NET framework using web forms, MVC, and .NET Core architecture.
15. Lead or participate in team projects using Systems Development Life Cycle processes, leading small projects, gathering requested information, writing, testing, and debugging programs and scripts, and testing and installing software upgrades.
16. Develop complex programs in a Microsoft .NET environment using C# programming language utilizing MVC and .NET Core architectures.
17. Provide hardware and software support for agency customers.

18. Write Perl scripts for data migration and file maintenance projects.
19. Coordinate and/or oversee special projects as needed.
20. Adhere to an established work schedule with regular attendance.
21. Follow all THC safety guidelines/procedures and ethics requirements.

**NON-ESSENTIAL DUTIES:**

22. Perform other duties as assigned.

**QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):**

- Graduation from an accredited four-year college or university with major coursework in computer science, information technology, management information systems, engineering, business administration, communications, or a related field (two years of relevant work experience related to the essential duties may substitute for one year of college);
- Minimum three years' experience in database programming in a relational database environment, such as SQL Server or Oracle, TSQL DDL and DML queries, stored procedures;
- Minimum three years' programming experience in an ASP.NET environment;
- Minimum three years' SharePoint development experience;
- Experience with HTML 5, JavaScript, and CSS3; familiarity with HTML V technologies, including HMTL, CSS, JavaScript, and jQuery;
- Experience with C# programming language;
- Required to travel up to 10% of the work period.

**PREFER:**

- IT experience in a Texas state agency environment;
- Experience participating in system development and support activities, including analyzing business process requirements and analyzing structured data flow;
- Experience in administration and development of queries and scripts using Microsoft SQL Server;
- .NET Framework including .NET Core, MVC architecture, and C# programming language;
- Experience with scripting in Python or Perl;
- Experience programming in a SharePoint environment;
- Experience with PowerShell scripting; and/or
- Experience working with ESRI ArcGIS, including Web GIS.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Effective verbal and written communication, human relations, and organizational skills;
- Effective critical thinking skills;
- Knowledge of scripting languages such as Perl or Python;
- Knowledge and experience with project management tools such as Microsoft Project and Microsoft Visio;
- Skill in systems analysis and documenting systems architecture; converting business requirements into software solutions;
- Ability to analyze problems, evaluate alternatives, and recommend effective solutions;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize, and work independently, as well as within a team environment;
- Ability to anticipate needs and risks;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

**REGISTRATION, CERTIFICATION, OR LICENSURE:**

Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles.

**ENVIRONMENT/PHYSICAL CONDITIONS:** Normal office work environment and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. Mostly sedentary in nature but may involve walking, standing, pulling, and pushing; kneeling, stooping, and bending; performing tasks requiring fine motor skills and coordination; and safely lifting and carrying items weighing up to 30 pounds. Must be able to work extended periods at a computer, and may require working extended hours and some evenings, weekends, and overnight, as needed. Involves safely operating a state vehicle and, driving for long distances, and traveling by airplane.

**REMARKS (Application procedures, Special requirements):** State of Texas application must be submitted through the [CAPPS website](#). Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (gender, sexual orientation, and pregnancy), national origin, disability, age, military status, genetic information, or protected activity in recruitment, selection, appointment, training, promotion, retention, or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

**Additional Military Crosswalk information can be accessed at:**

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_InformationTechnology.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_InformationTechnology.pdf)

**Veterans:** Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) for assistance translating your military work experience and training courses into civilian job terms, qualifications/requirements, and skill sets.

**For New Hires/Rehires:** Health insurance is available the 1st of the following month after a 60-day waiting period.

**AN EQUAL OPPORTUNITY**

**AFFIRMATIVE ACTION EMPLOYER**