
OKLAHOMA LOTTERY COMMISSION

Job Description

Jr. Web Developer

<i>Department/Division:</i>	Marketing
<i>Reports To:</i>	Creative Manager
<i>Date Adopted:</i>	Effective 4/16/2021

PART I: DESCRIPTION OF POSITION

Position Purpose: This position is responsible for creating, maintaining, and programming software required to support the sales and marketing initiatives of the Oklahoma Lottery. This position will work with members of IT and Marketing departments to maintain and improve existing digital offerings.

Principal Activities: The principal activities include the following:

- Demonstrates skills in a task oriented approach.
- Demonstrates excellent communication skills.
- Demonstrates the desire and ability to participate in all phases of software development life cycle.
- Creates, implements, and maintains software programs and platforms necessary to carry out sales and marketing initiatives.
- Develops complete applications by coordinating requirements, schedules, and activities.
- Participates in team meetings.
- Troubleshoots development and production problems across multiple environments and operating platforms.
- Works with IT and Marketing departments to develop web solutions as needed.
- Ensures website complies with all state accessibility requirements.
- Maintains and supports web-based applications.
- Develops prototypes and architectures for new concepts and technologies.
- Maintains understanding of current web technologies and programming practices through continued education.
- Writes technical documentation defining project requirements.
- Independently researches and troubleshoots challenging application development problems using logical inquiry and reasoning.
- Performs other duties as assigned.

Core Requirements:

- High moral and ethical standards with clear understanding of security principles and best practices for website development.
- Experience with ASP.NET MVC 5/6 (C#/VB.Net)
- Experience with MSSQL/T-SQL
- Building responsive websites with Bootstrap or similar
- Proficient in HTML5, LESS/SASS, JavaScript
- Familiarity with consuming and utilizing RESTful APIs
- Basic knowledge of Internet information Services (IIS) and Web Servers
- Understanding of object-oriented software design

Preference to applicants with understanding of:

- Vue.js or similar
- Entity Framework
- Domain Driven Design (DDD)

Essential Functions: Work with members of the Marketing team to implement digital initiatives (web pages, email marketing, etc.) while coordinating with other departments on an as needed basis.

Other Skills/Qualifications: Web User Interface Design, Multimedia Content Development, Software Debugging and Written Communication. Experience with IIS and other web server management.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Conflict of Interest: All Oklahoma Lottery Commission employees are prohibited from having a financial interest in any vendor doing business or proposing to do business with the Commission. They may not participate in any decision involving a retailer with whom they have a financial interest. If they leave employment with the Commission, they may not represent any vendor or lottery retailer before the Commission for a period of two (2) years following termination of employment with the Commission.

Background Investigation: Oklahoma Statutes require that a background investigation be conducted on each applicant who has reached the final selection process prior to employment by the Commission at the level of division director and above and at any level within any division of security and as otherwise required by the board of trustees of the Oklahoma Lottery Commission. The Commission shall pay for the actual cost of the investigations. The results of a background investigation shall not be considered a record open to the public pursuant to the Oklahoma Open Records Act. The Commission is prohibited from employing any person who has been convicted of any felony or a misdemeanor involving illegal gambling or involving moral turpitude, or any person who is awaiting sentencing on a plea of guilt or nolo contendere to such a felony or misdemeanor.

PART II: KNOWLEDGE AND BACKGROUND REQUIREMENTS

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Some travel may be required. May require that employee has a valid driver's license and personal auto insurance.

Preferred Education and/or Experience: Bachelor's degree in Computer Science, Computer Engineering or similar; equivalent combination of training and experience.
3-5+ years of experience in development of web-based software, components and services using Microsoft .NET and familiarity with other web development technologies.

Language Skills: Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the public.

Reasoning Ability: Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Literacy: listed above in core requirements.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, crawl, climb, or balance. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distant vision, depth perception, and ability to adjust focus.

Work Environment: The work environment of characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, or public/private vehicles, for example, use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.