



The Department of Technology Services invites applications for the position of:

## **Application Developer Job # 415-034-02 TEC**

**The primary function of the position is:**

To provide application development, support and training for MESD with our programs and development partners. Systems may have stand alone functionality, or interface with existing financial, human resources, student information and health care systems. Experience with linux, unix, perl, PHP, python, postgres, javascript and development frameworks is highly desirable.

**Required Application Materials:**

*(Incomplete applications will not be processed)*

- MESD Employment Application
- Application Addendum
- Criminal History Check Form

**Starting Date:** February 15, 2012

**Application Deadline:** Open Until Filled

**Work Year:** Full Time  
261 days per year

**Assignment Location:** Multnomah ESD  
Administrative Building

**Salary:** \$25.07 per hour

**Range:** 21

**Bargaining Unit:** AFSCME

**Benefit Package:** Medical insurance (including vision and prescription coverage); dental insurance; term life insurance; Oregon Public Service Retirement Plan (OPSRP) enrollment upon eligibility; tuition assistance; and, paid leaves for illness and personal use.

Required employment packets can be obtained as follows (application materials will not be faxed):

- ◆ Via web: [www.mesd.k12.or.us](http://www.mesd.k12.or.us)
- ◆ In person: Monday-Friday, between 8:00 am - 5:00 pm in the Lobby of the MESD Administrative Building, 11611 NE Ainsworth Circle, Portland, OR 97220
- ◆ By mail: send a self addressed, stamped (two 1<sup>st</sup> class stamps) legal size envelope indicating position of interest to the address listed above

**Completed application materials must be received by 5 p.m. on the closing date.**

**Send or deliver to:**

Receptionist, Multnomah ESD  
P.O. Box 301039  
Portland, OR 97294-9039

## APPLICATION PROCESS GUIDE

**We appreciate your interest in the Multnomah Education Service District. Below is a guide to help you understand our application process and assist you in the successful completion of your application.**

**GENERAL INFORMATION:** Read the job announcement carefully. Announcements contain special instructions and requirements. It is your responsibility to complete all parts of the application. Applications are valid for the **posted vacancies** only. Complete a separate application for each posted vacancy for which you wish consideration. Resumes may be attached for additional information, but may not be used to substitute completion of the application. The job title on your application should match the job title as it appears on the posted vacancy. **Applications that are incomplete, do not include the required materials listed on the front of the job announcement or are not signed by applicants, will not be considered.** *All application materials become the property of the Multnomah Education Service District and will not be returned to the applicant.*

**AFFIRMATION ACTION:** The Multnomah Education Service District is an equal opportunity employer. MESD employs men and women in both traditional and non-traditional jobs and is committed to ensure there is no discrimination against any person based on race, color, sex, religion, national origin, physical or mental disability, marital status, age or sexual orientation, except in positions where a bonafide occupational qualification exists. Accommodations due to a disability will be reviewed upon request. In accordance with Federal guidelines for Equal Employment Opportunity, our District is required to keep records, which include identification of job applicants by race, age and sex status. A separate sheet is provided with your application materials. Furnishing this information is optional (see directions on sheet for further information).

**POSTED VACANCIES:** To check for current openings, visit us at [www.mesd.k12.or.us](http://www.mesd.k12.or.us). Jobs are listed with the State Employment Division and most advertisements appear in the Sunday edition of the Oregonian.

**THE APPLICATION PROCESS:** Applications are due by 5 p.m. on the closing day. If additional information is needed, contact the Receptionist at 503-255-1841 between M-F, 8:00 am - 5:00 pm. You will receive a postcard when the Recruitment Office has received your completed application. Applications will not be faxed to applicants.

**INTERVIEW AND SELECTION PROCESS:** Evaluation of applications will be completed as soon after the closing date as possible. Due to the large number of applications for most positions, it may not be possible to interview every applicant. If you are selected for interview you will be notified by telephone within 10 working days after the application deadline. If you are interviewed and selected to fill the vacancy, you will be contacted by telephone. If you are interviewed and not selected, you will receive written notification when the position has been filled.

**FINAL CANDIDATES:** Under the Immigration Reform & Control Act of 1986, you will need to present verification of your identity and right to work in the USA on your first day of employment. Also, if you are accepting a position where you will be in contact with children, you will be finger printed for clearance through the Oregon State Police and by the Federal Bureau of Investigation. The cost to you for MESD to process your finger print cards is \$65.00. Costs for finger printing vary depending on where finger printing is done. If you are accepting a position where you will not be in contact with children, a criminal record check on you will be completed through the Department of Education. The cost to you will be \$8.00.

**JOB TITLE:**                   **APPLICATION DEVELOPER**

**REPORTS TO:**               Supervisor, Network & Information Services

**POSITION PURPOSE:**

Analyzes and plans computer systems, modifies existing systems or develops new programs and applications in support of MESD's student services, business services, or network services. Duties vary depending on area of responsibility and specific assignments and involves keeping complex information systems working correctly and without interruption, enhancing systems as requested by others, and recommending additional technical enhancements to improve the system.

**NATURE & SCOPE:**

This position is subject to board policies, administrative rules and procedures, department regulations and applicable state and federal statutes. This position carries no administrative authority or responsibility.

**ESSENTIAL JOB FUNCTIONS:**

1. Analyzes and evaluates requests for enhancements and modifications to existing systems which includes responsibility for problem reviews and diagnostics, feasibility studies, generating alternative solutions, and making recommendations as to the best solution.
2. Originates recommendations for major and minor changes to existing systems to improve their efficiency and usefulness for present and future needs.
3. Responds immediately to trouble shoot and solve production problems, which cannot be corrected by other colleagues, and develops changes to systems or procedures to avoid a reoccurrence.
4. Provides production support, which may include answering questions about system operations, recommending programming and non-programming solutions, writing special programs if needed, or making special changes to user data.
5. Develops new programs, converts existing terminal-based programs and systems into browser based programs and systems, maintains existing programs, databases and procedures, using current hardware and software techniques and a variety of languages and software tools.
6. Coordinates and performs project planning and project management responsibilities which, depending on service area, may include establishing priorities, specifications and approaches, organizing, staffing, scheduling, working with others (including external software vendors) to complete the project, and tracking and following up on progress.
7. Coordinates and performs appropriate documentation planning tasks, review drafts and revisions, ensures that reports and communications meet customer and department quality, service and other requirements.
8. Develops and performs presentations to prototype software for customer feedback.
9. Develops feasibility studies on how new products/technology will fit into our existing applications and develops implementation plans for changes or upgrades.

**OTHER JOB FUNCTIONS:**

1. Provide back-up support to other positions in case of absence or work overload.
2. Assists other programmers, developers, and other NIS colleagues in systems analysis, programming, troubleshooting, and back-up functions.
3. Attends department and other staff meetings.
4. Performs other related duties as assigned.

**WORKING CONDITIONS:**

Work is performed in an office and computer operating environment; involves sitting, walking, lifting up to 40 pound loads, and requires hand/eye coordination in the efficient operation of computers and related equipment.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Outstanding development skills using a minimum of three of the following platforms and tools: Unix, Linux, Windows NT, HP/MPE, Perl, Java, VB, C, Oracle, Access, Foxpro, and Cobol
- Understanding of or willingness to learn TCP/IP, (Telnet, FTP, DNS, and Bootp/DHCP).
- Understanding of or willingness to learn web server-based programs and systems using HTTP, CGI, etc.
- Working knowledge of networks, computer operating systems, file structures software/hardware database concepts, and software applications.
- Effective leadership skills and ability to interact with others. Communicate effectively and prepare and present technical or other reports to groups or individuals.
- Effective project management skills.
- Effective and creative problem solving, diagnostic and trouble shooting skills.
- Continuing interest in professional growth and development.
- Ability to physically perform duties as assigned.

**EDUCATION AND EXPERIENCE:**

Training in computer science and network development. Three years work experience in programming or developing in an Internet protocol (IP) network environment. Degree in computer science with related coursework may be substituted for experience.

---

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.





EMPLOYER	ADDRESS	FROM _____ (Month) (Year)
YOUR TITLE	SUPERVISOR'S NAME & TELEPHONE	
DUTIES (be specific)		
REASON FOR LEAVING		
		TO _____ (Month) (Year)
		# OF HOURS/DAY _____
		# OF DAYS/YEAR _____

EMPLOYER	ADDRESS	FROM _____ (Month) (Year)
YOUR TITLE	SUPERVISOR'S NAME & TELEPHONE	
DUTIES (be specific)		
REASON FOR LEAVING		
		TO _____ (Month) (Year)
		# OF HOURS/DAY _____
		# OF DAYS/YEAR _____

**PROFESSIONAL REFERENCE:** Please give the name of three persons not related to you, with whom you have had a professional relationship for at least one year.

NAME/COMPANY	HOW DO YOU KNOW
TELEPHONE	YEARS YOU HAVE KNOWN
NAME/COMPANY	HOW DO YOU KNOW
TELEPHONE	YEARS YOU HAVE KNOWN
NAME/COMPANY	HOW DO YOU KNOW
TELEPHONE	YEARS YOU HAVE KNOWN

I hereby certify that this application contains no misrepresentations or falsifications and that the information given is true and complete to the best of my knowledge and belief. I understand that misrepresentation or omission of facts called for in this application is cause for cancellation of the application and/or dismissal from employment. I authorize Multnomah Education Service District to make any necessary and appropriate investigations to verify the information contained herein and to do employment reference checks.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**All application materials submitted become the property of MESD**  
 SEND APPLICATION, CRIMINAL RECORD CONSENT, AFFIRMATIVE ACTION FORM AND ANY OTHER MATERIALS REQUESTED TO:

**MULTNOMAH EDUCATION SERVICE DISTRICT**  
 Attn: Receptionist  
 11611 NE Ainsworth Circle  
 P.O. Box 301039  
 Portland, OR 97294-9039

PHONE: 503-255-1841  
 FAX: 503-257-1620

**Please answer questions completely whether or not you submit a resume. Incomplete responses will result in your application not being processed.**

- 1. Do you have a valid driver's license and transportation for use on the job? Yes No
  
- 2. Do you have training in computer science and network development with three years work experience in programming or developing in an Internet protocol (IP) network environment? Note: degree in computer science with related coursework may be substituted for experience. Yes No

<b>Begin/End Dates</b>	<b>Company/ Location</b>	<b>Position Held</b>	<b>Description of duties</b>

- 3. Do you have an effective leadership skills and ability to interact with others, communicate effectively and prepare and present technical or other reports to groups or individuals? Yes No

*If yes, how have you obtained this knowledge?*

- 
- 
4. Do you have working knowledge of networks, computer operating systems, file structures, software hardware concepts, mainframes, microcomputers, software applications, data warehouse, and dashboards? Yes No

*If yes, please describe how you have gained this knowledge:*

Networks:

Computer operating systems/file structures:

Mainframes/Microcomputers:

Software concepts & applications:

5. Do you have effective project management skills? Yes No

*If yes, please describe how you have used this ability:*

---

---

6. Do you have effective and creative problem solving, diagnostic and trouble shooting skills? Yes No

*If yes, please describe a situation where you have used these skills:*

7. Please describe your ability to write relational database schemes and develop applications.

Relational database schemes:

Application development:

8. Do you have a continuing interest in professional growth and development? Yes No

I hereby certify that this application contains no misrepresentations or falsifications and that the information is true and complete to the best of my knowledge and belief. I understand that misrepresentation or omission of facts called for in this application is cause for cancellation of the application and/or dismissal from employment. I authorize the Multnomah Education Service District to make any necessary and appropriate investigations to verify the information contained herein and to do employment reference checks.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## AFFIRMATIVE ACTION – SELF IDENTIFICATION FORM

All applicants are considered without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap. Your cooperation in responding to the information below will assist Multnomah ESD in ensuring equal opportunity employment and in complying with governmental regulations and affirmative action responsibilities.

**RACE:** Select one or more

**AMERICAN INDIAN (AI)** OR **ALASKA NATIVE (AI)**

A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

**ASIAN (AS)**

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**AFRICAN AMERICAN (BL)**

A person having origins in any of the black racial groups of Africa.

**NATIVE HAWAIIAN (NH)** OR **OTHER PACIFIC ISLANDER (NH)**

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**WHITE (WH)**

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**ETHNICITY:** Select one

**HISPANIC**  
or **LATINO** (all races)

**HISPANIC**  
or **LATINO** (White only)

**NOT HISPANIC**  
or **LATINO**

**SEX:** Female Male

**VETERAN:**

**Recently Separated** means a veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

**Veteran** who has served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

**Armed Forces Service Medal Veteran** means a veteran who, while serving on active duty in the U.S. military, ground, naval, or air service, participated in a U.S. military operation for which an Armed Forces service medal was awarded.

**Disabled Veteran**

**INDIVIDUAL WITH A DISABILITY:**

**Disabled** A person with the presence of substantially physical/ mental impairment that limits one or more of such person's major life activities; record of such impairment; is regarded as having such impairment.

*Completion of this data is voluntary and will not affect your opportunity for employment, advancement, or terms or conditions of employment. Information is for statistical use only and is kept confidential and stored separate from personnel records.*

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Zip Code: \_\_\_\_\_ If you do not wish to provide this information, initial here: \_\_\_\_\_

### HOW DID YOU FIND OUT ABOUT THIS POSITION OR AGENCY?

Walk-in \_\_\_\_\_  
State Employment Service \_\_\_\_\_  
School \_\_\_\_\_  
Other – please specify \_\_\_\_\_

Newspaper Ad – which paper? \_\_\_\_\_  
MESD employee – who? \_\_\_\_\_  
Internet or web site – which site? \_\_\_\_\_



**NOTICE OF CRIMINAL RECORDS CHECK – Fingerprints  
(Application for employment)**

An application for employment is subject to a criminal records check, which may include fingerprint collection where appropriate, as required by law and MESD Board Policy. An applicant’s refusal to consent to a criminal records check, including fingerprint collection, will cause MESD to withdraw an offer of employment.

An applicant, who would otherwise be subject to fingerprint collection, may be exempt from the requirement where the applicant has successfully completed a criminal records check, which included fingerprint collection, under ORS 326.603 and has continuously resided in Oregon since completion of that records check. An applicant, who claims an exemption, has the burden to provide MESD with evidence which supports the exemption. Any fees associated with the criminal records check, including fingerprinting, shall be the responsibility of the applicant. Such fees shall be paid at the time the criminal records check is collected.

The Oregon Department of Education (ODE) will review the fingerprint-based criminal records check, and notify MESD if a person may be employed. A person is not employable where ODE determines that the person has been convicted of a crime listed in ORS 342.143 or in OAR 581-22-716(9), or has made a false statement about the conviction of a crime. Where ODE notifies MESD that person is not employable, MESD will immediately terminate the employment. The person may appeal ODE’s determination to the Oregon Superintendent of Public Instruction as a contested case under ORS 183.413 to 183.470.

I have read and understand the above information.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_