



Non-Bargaining Unit Job Posting

Post: Internal/External

DIVISION: Corporate Information Technology

DEPARTMENT: Information Technology

JOB TITLE: Developer I

SALARY GRADE: IT, Grade 3 (\$39,200-\$58,800)

MAX # OF OPENINGS: 1

Summary of Duties:	The Developer will focus on developing dashboards using standard reporting tools (Microsoft PowerBI, etc.) and management of the BWL O365 SharePoint system and related metrics repositories, according to defined standards and best practices. This position must ensure that systems are properly configured to be secure, that data is backed-up on schedule and that restore procedures are tested regularly, in collaboration with the system administrators.
Essential Functions:	<ul style="list-style-type: none"> • Develop presentation templates and manages the BWL O365 SharePoint system and related dashboards and metrics repositories. • Ensure that BWL reporting and collaboration instances are properly configured to be secure. • Ensure that BWL O365 reporting and collaboration instances data is backed-up on schedule and that restore procedures are tested regularly. • Dashboard design, development and change requests • SQL Server metrics repository design, development and change requests • Evaluate the current state of metrics repositories, compared to defined standards and best practices. • Make recommendations to management regarding improvements in the type of data captured and possible enhancements to their visual display • Perform dashboard development and support. • Perform limited .NET development and support, as directed. • Perform limited SQL Server development and support, as directed. • Other duties as assigned by supervisor.
Job Specifications: • Knowledge • Skills • Abilities	<p>EDUCATION: Associate’s Degree in Computer Science, Information Systems, Business, Information Technology, or a related field; or an equivalent combination of education and experience.</p> <p>EXPERIENCE: Minimum of one to three years of previous information technology application design and developing with MS Visual Studio, MS SharePoint Designer and MS InfoPath.</p> <p>REQUIRED:</p> <ul style="list-style-type: none"> • Ability to retrieve data from computerized, typed and written sources • Ability to effectively communicate orally or in writing project recommendations with internal teams and external agencies • Ability to communicate accurate and useful status updates • Ability to work in a team environment • Strong communication skills; both written and spoken • Must be detail-oriented, producing consistently accurate work
Physical Requirements:	Employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus, especially due to concentration on a computer screen and small numbers.
Working Conditions:	The noise level in the work environment is usually moderate.
To Apply:	Email BWL job application, resume and cover letter to bwljobs@lbwl.com with <i>Developer I</i> in subject line or mail to: Human Resources, Attn: <i>Developer I</i> , P.O. Box 13007, Lansing, MI 48901. Applications may be downloaded from our website at www.lbwl.com . Deadline for submission is March 26, 2019.

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