



Employment Opportunity

The Management Council of the Ohio Education Computer Network

Seeks: WordPress Specialist (Web Developer)

Effective: July 20, 2021

Application Deadline: August 6, 2021 at 4:00 pm

The Management Council of the Ohio Education Computer Network seeks an innovative and enthusiastic WordPress Specialist to join our Customer Services & Support Division. The Customer Services and Support team provides training, technical assistance, and support for programs of the Management Council and our customers.

The successful candidate will have demonstrated experience on websites with 10,000 or more visitors per month, be responsible for back-end and front-end development including installing WordPress themes and plugins, have a combination of programming skills (namely PHP, HTML/HTML5, CSS/CSS3, and JavaScript/jQuery), aesthetics skills (understanding element arrangements on the screen, the color and font choices, etc.) and have a strong understanding of industry trends and content management systems. An understanding of the entire web development process and experience with tools/plugins such as Elementor Pro, Gravity Forms & Gravity View, WordFence, WooCommerce and SlimStats is preferred.

Qualifications

- A minimum of a bachelor's degree in a technical major
- A minimum of five years of experience and working knowledge using WordPress and related web tools
- Applicant is expected to describe, document and demonstrate:
 - technical knowledge of websites
 - excellent organization and time management skills
 - ability to work independently and collaboratively with team members
 - excellent writing, communication and presentation skills

This full-time exempt position (261 Days) includes a salary commensurate with education, experience and the successful candidate's potential for excellence. The anticipated salary range for the position is \$50,000 to \$62,000 per year. This will be a primarily work from home position with occasional travel throughout Ohio.

The position description is below and is available on www.mcoecn.org/careers site while this opportunity is open. Interested professionals should submit a cover letter and current resume by the posting deadline to: Greg Buddelmeyer (HR@managementcouncil.org).

The Management Council reserves the right to not fill or to repost the position if a successful candidate is not found. Every consideration will be given to underrepresented and nontraditional candidates. The Management Council does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, military status, ancestry, genetic information or any other legally protected category in its employment decisions.

About the Management Council and the Ohio Education Computer Network

Ohio's Information Technology Centers (ITCs) work together through a statewide network known as the Ohio Education Computer Network (OECN). The Management Council represents and supports the collaborative efforts of the OECN, which implements a broad spectrum of academic and administrative technologies across Ohio's PreK-12 education system. While the ITCs and the Management Council are the key components of the OECN, other organizations collaborate in the OECN, including the Ohio Department of Education and OARnet. Ohio district and school customers are the primary beneficiaries of the system of services and support from organizations of the OECN.



Job Description
Web Developer
Management Council of Ohio Education Computer Network

Reports to: Director and/or Project Manager

Overview: Web developer creates web applications and maintain existing web solutions. Participates on teams that develop, implement, maintain, evaluate and support web applications, web services, and web sites offered by the Management Council and used by customers at ITCs, in pre-K through 12 schools, and at the Ohio Department of Education.

Specific Duties:

1. Performs assigned tasks for implementing or maintaining web implementations for various programs of the Management Council including: executing on product/service road maps, changing and releasing schedules and continuous improvement initiatives; researching, testing and maintaining standards and guidelines for technology and security; maintaining program specific configurations and customizations; and being vigilant with regards to security posture and operation of all applications and programs.
2. Participates in developing and documenting customer requirements, associated solution alternatives, technical specifications, testing scripts, user acceptance plans, and other project documentation.
3. Analyzes, resolves and documents technical issues and recurring problems for applications and programs.
4. Assists with conceptual design, creates and maintains websites and web-based applications for programs of the Management Council as assigned.
5. Supports customers adhering to standard practices and ADA guidelines.
6. Maintains web servers, operating system layered products and installs software at industry standard or vendor recommended levels to secure web servers and web site data.
7. Ensures web site data integrity; schedules backup procedures; monitors logs and error reports; conducts housekeeping routines; and tests restore procedures.
8. Analyzes and reports on current web site usage statistics.
9. Performs such other relevant duties as may be assigned by the Director and/or Project Manager.

Core Principles

1. Performs as a reliable and effective member of the Management Council Team.
2. Conducts all work in a professional manner through excellent interpersonal skills, effective communication, courteous manners, a positive attitude, and cooperative demeanor.
3. Participates in on-going professional development as stipulated by the Management Council.
4. Remains free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment with the Management Council.
5. Demonstrates professional ethical behavior and serve as an appropriate representative of the Management Council.

6. Adheres to all the rules and regulations of the Management Council and the State of Ohio.
7. Handles sensitive information with integrity and confidentiality.

Typical Performance Measures:

1. Performs job duties in a consistently high manner.
2. Participates in team meetings, professional development, and other collaborative activities.
3. Demonstrates willingness to provide skills, expertise, and experience in support of team members and Management Council staff.
4. Volunteers to lead or serve on projects of Management Council or ITCs.
5. Displays a positive attitude and is considerate and professional in sharing ideas and discussing ideas proposed by others.
6. Meets or exceeds any standard benchmarks available for evaluation of performance.

Qualifications:

1. Four to six years of post-secondary education or equivalent experience. This position requires a minimum of an Associate Degree in Information Technology, Computer Science, Computer Programming or equivalent technical field of study.
2. Five to ten years' experience working with and supporting technology, tools, and solutions in education or similar industry.
3. Proficiency and excellent skills using all Microsoft Office applications.
4. Experience installing and supporting enterprise service management platforms or other large-scale platforms.
5. Understanding and experience supporting environments that use VMware, MS SQL, MS Exchange and IIS.
6. Understanding and experience supporting environments that use Apache web servers, PHP, JavaScript, JQuery and WordPress.
7. Understanding and experience with web servers, web services and REST API development and testing.
8. Ability to learn and apply technical subjects including new tools and emerging technology solutions.
9. Ability to drive and travel throughout Ohio as needed.

Position Status:

1. This has been determined to be an exempt position under the Fair Labor Standards Act.
2. This is a 12-month position and is evaluated annually.