POSITION ANNOUNCEMENT

POSITION: Applications and Grant Systems Developer	POSTING NO: #1271	DATE POSTED: 6/20/2013
LOCATION: Office of Information Technology Legal Services Corporation 3333 K Street, NW, 3rd Floor Washington, D.C. 20007-3552	EMPLOYMENT STATUS: Temporary/Full-Time/ Exempt (Not to Exceed 24 Months)	POSITION REMAINS OPEN UNTIL FILLED
CLASSIFICATION: Band 3		

Overview: Established by Congress in 1974, the Legal Services Corporation (LSC) is the country's single largest funder of civil legal aid for low-income Americans. LSC currently funds 134 independent, non-profit legal aid organizations with more than 800 offices throughout the nation. LSC's mission is to promote equal access to justice and provide grants for high-quality civil legal assistance.

The Grants Systems Developer (Developer) will perform all work under the general supervision of the Chief Information Officer (CIO) and the Senior Developer/Grant Systems Project Manager and will assist in design and development of LSC's grants management system. The Developer also will also assist with development and maintenance of other corporate related databases and applications as required.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Performs administration and support of LSC's web-based grants management application (built on Altum's Easygrants platform) presently running on Windows Server 2003 with IIS. Optimizes grants management application performance. Performs application testing, database restore, and quality assurance.

2. Develops web and database design using ASP, ASP.NET, SQL, Access, HTML, XML, JavaScript, or newer technologies to ensure optimal grant processing and access to grantee information. Performs maintenance to ensure the completeness and integrity of LSC's grantee data and web sites.

3. Assists other offices in developing and using automated systems to help assure efficient workflow. Provides information to grantee programs and aids in the organization, interpretation, and presentation of data to facilitate LSC's information dissemination.

4. Documents all design, processes, procedures, and modifications for the grantee management system, related web sites, technologies, and other corporate databases (developed in-house).

5. Performs analysis and evaluations of existing and upcoming grant processing technologies, web technologies, and database technologies.

6. Provides grant system help-desk services and user support to a diverse professional, administrative and clerical staff to help assure staff ability to complete work; assists in preparation of training materials for staff to assure and maintain minimum levels of proficiency.

7. Analyzes and evaluates LSC's and user information needs.

8. Works with LSC's departments to assess their grantee information needs and provide information or assistance to facilitate their needs. Tests developed applications to ensure quality and an error free product.

9. Performs other related duties as assigned.

CORE COMPETENCIES:

General:
Excellent oral and written communications skills with demonstrated ability to effectively interact and communicate with all staff, attorneys, and vendors; must demonstrate initiative and be an effective problem-solver; must be patient in working with clients and customers to assess their needs and provide information or assistance to resolve their problems; exercises good judgment and maintains confidentiality of any data or materials viewed during the course of work; adaptable and able to multi-task and adjust to shifting and changing priorities and tight deadlines; strong and effective organizational and time management skills; strong attention to detail; works well independently and as a team member.

Technical/Specialized:
A bachelor's degree in engineering, computer science, information systems management or related degree and a minimum of three (3) years of experience developing web-based applications. Solid experience with the following: database modeling and development; staging and production development; identifying and resolving database and web application issues; analyzing technical information. Experience with SQL queries, stored procedures, and function programming. Experience with: VB.NET, XML, ASP, ASP.NET, Access, Excel macros, and HTML; Visual Studio and object oriented programming skills. Familiarity with workflow-based systems. Basic understanding of Windows 2003 Server, IIS, TCP/IP and Office XP required. Able to easily translate technical matters to non-technical personnel. Experience with Easygrants grants management system is highly desired, as is experience installing, administering and developing reports with SQL Server Reporting Services.

SALARY AND BENEFITS:

Salary Range: $80,000 - $90,000 (including Locality Pay), depending upon qualifications and experience. This position is eligible for medical and dental benefits.

APPLICATION PROCEDURE:

Submit a résumé, cover letter (including where you saw the position announcement), and salary history to:

> Legal Services Corporation
> Office of Human Resources
> 3333 K Street, NW, 3rd Floor
> Washington, DC 20007-3522
> Fax: 202.337.6383
> E-mail: jobs@lsc.gov

Note: Electronic applications are preferred. If applying by e-mail, please include the job title and posting number in the subject line. If reasonable accommodation in the application process is required, please notify OHR at 202-295-1571.

Applications will be considered on a rolling basis and the posting will remain open until filled.

DIVERSITY STATEMENT:

LSC embraces diversity as a core value. We recognize that our success as a corporation depends on creating and maintaining a diverse team of talented professionals, and we are committed to a workplace that reflects and supports diverse individual backgrounds and perspectives. Our commitment to diversity, inclusion, and non-discrimination includes race, sex, age, religion, national origin, sexual orientation, gender identity/expression, personal appearance, genetic information, political affiliation, marital status, family responsibilities, disability and status as a veteran, and any other characteristic protected by federal, state, or local laws or regulation. We strive to have a workplace that is comfortable and welcoming for everyone.