



Job Description *Library Staff Positions*

Front-End Developer I (Limited Term 3-Year)

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| Employee Name: | N/A |
| Department or Unit: | Library Technology and Digital Strategies |
| Division: | Emory Libraries |
| Campus Job Classification / Title: | Front-End Developer I |
| Campus Job Code: | LL98 |
| Campus Pay Grade: | 330 |
| FTE [Percentage of Time]: | 100% |
| Type of Appointment: | Limited Term 3 Years |
| FLSA Status | Exempt |
| Name of Direct Supervisor: | Collin Brittle |
| Supervisor's Library Job Title: | Head of Software Development |
| Supervisor's Campus Job Classification: | Software Engineer, Lead |

University Job Summary Statement

Develops, codes, configures and tests web interfaces that make services and resources accessible and discoverable. Assists in developing applications specifications and in providing support for customer applications. Performs related responsibilities as required.

The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

Library Position Summary

Reporting to the Head of Software Development, the Front-End Developer will contribute to the theming, branding and development of interfaces for the libraries' web sites, discovery products and the institution's preservation repository.

Type of Supervision Received

General direction is provided by the Head of Software Development.

Individual performance is informally reviewed on a regular basis and formally on an annual basis; progress toward unit and professional goals is a key component of performance evaluation process.

Type of Supervision Exercised

The Front-End Developer does not supervise librarian, staff, or student employees.

The chart below outlines the scope of supervisory authority for the incumbent.

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| Does individual have responsibility for hiring recommendations? | No |
| Does individual have responsibility for work assignments? | No |
| Does individual have responsibility for performance evaluation | No |
| Does individual have responsibility for reclassifications/merit increases recommendations? | No |
| Does the individual have responsibility for recommending the design and redesign of organization structures and for defining and redefining individual roles? | No |
| Does individual have responsibility for discipline and discharge? | No |
| Does individual have responsibility for complaint resolution? | No |

Key Responsibilities & Duties

- A. Front-End Development (60%)
 1. Contribute to the theming, branding and development of interfaces for the libraries' web sites, discovery products and the institution's preservation repository.
 2. Develops, codes, configures and tests web interfaces that make services and resources accessible and discoverable.
 3. Assists in developing applications specifications
 4. Insert responsibility or task here. (E OR M)
- B. Technology Operations Support (30%)
 1. Implements developed applications and provides customer support of applications.
 2. Assists with documentation, mentoring, training, and knowledge sharing for applications and systems to ensure team readiness for technology support continuity.
 3. Participates in project meetings, stand-ups, sprints, and tasks.
- C. Professional Development (10%)
 1. Maintains up-to-date professional knowledge and skills in areas related to primary job assignment as well as maintains general knowledge of current trends in higher education, academic libraries, and information and educational technology
- D. Managerial Responsibilities (0%)

University Minimum Required Qualifications

A bachelor's degree in Information Technology OR two years of information technology related experience. Positions in this classification may require a knowledge of one or more programming languages and/or a knowledge of an application and application tools.

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Library Required Qualifications

These qualifications are required by the library in addition to the minimum required qualifications of the University listed above.

The following are some qualifications – in standardized wording – that can be used if appropriate to the position.

- Assists in supporting the Content Management System (Drupal)
- Contributes to the design of library systems.
- Assists in developing library applications.
- Supports existing applications.
- Tests new development.
- Identifies training needs.
- Ability to build and sustain effective interpersonal relationships with library staff, faculty and students, off campus faculty and administrators, campus administrators, etc.
- Evidence of analytical, organizational, communication, project, and time management skills and demonstrated ability to set priorities, meet deadlines, and complete tasks and projects on time and within budget and in accordance with task/project parameters.
- Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty and student population.
- Capacity to thrive in an ambiguous, future-oriented environment of a major research institution and to respond effectively to changing needs and priorities.

REQUIRED for Supervisory & Managerial Positions

- N/A

Library Preferred Qualifications

Preferred qualifications can be listed here if applicable. Examples:

- Experience with configuring and maintaining Drupal.
- Experience with CSS, HTML5, Javascript and Bootstrap
- Familiarity with Blacklight and/or Samvera Community gems and applications.
- Experience working on Open-Source software projects or with remote collaborators.
- Familiarity and desire to work with agile methods.
- Familiarity with version control, test-driven development, continuous integration techniques and other development best practices.
- Experience working in a library environment.
- Evidence of capacity for professional development, involvement, and contribution.
- Excellent oral and written communication skills as well as analytical and organizational skills.

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| <i>EUL-HR Review</i> | |
| <i>DATE</i> | |