EAST HANTS

JOB DESCRIPTION

Corporate Services

POSITION TITLE: **Web Software Developer – 24-month Term**

REVISION DATE: **November 2026**

REPORTS TO: **Manager of Information Services**

POSITION SUMMARY: Reporting to the Manager of Information Services the Web Software Developer will provide project-based programming support in the design, development and implementation of various web-based workflows and website updates. A portion of this role will support the Association of Municipal Administrators (AMANS) in their Municipal Website Venture project.

TASK NO. DESCRIPTION

Position Descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Position descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The MEH reserves the sole and unfettered right to make changes to this position description, as required by the organization, without impact upon the employment relationship.

JOB DUTIES & RESPONSIBILITIES

1. WordPress Development (75%)

1.1. ***Development*** **-** WordPress theme and plugin development for existing WordPress websites.

1.2. **Migration** - migration of non-WordPress platforms to WordPress, and organization of websites on a shared platform.

2. Web Software Development (15%)

2.1. ***Development Support*** – Support the development and maintenance of existing web applications.

2.2. **DevOps** – Support deployment utilizing modern DevOps practices.

3. Other (10%)

3.1. ***Special Projects and Initiatives*** – Undertake special projects and initiatives identified to enhance the organization's operations.

3.2. ***Networking and System Administration*** – Support the operation of East Hants network and systems.

REQUIRED QUALIFICATIONS AND TRAINING

Education and Experience

- Minimum Bachelor Degree in Computer Science, Computer Engineering or related field
- 3-5 years of in-depth front-end and back-end web development experience, with an expertise in WordPress development required

- Systems and Networking experience would be considered an asset
- An equivalent combination of education and experience will be given consideration

Knowledge, Skills, Abilities

- Excellent organizational and time management skills
- Strong analytical and problem-solving skills
- Excellent written communications skills
- Experience working with open-source software
- Back-end development experience in PHP and WordPress required with Java/Spring and NodeJS an asset
- Front-end development experience with HTML, CSS, JavaScript, responsive design
- Knowledge of Subversion and git version control systems
- Knowledge and experience with Firewalls, Network Switching, LAN, VPN an asset
- Experience in Linux operating systems and Docker an asset
- Experience in relational database design and administration using PostgreSQL, MySQL and Microsoft SQL Server an asset

Working Environment

- This position qualifies for overtime pay.

I hereby certify, to the best of my knowledge, the information provided regarding this job description is complete and factual, and accurately describes the work performed.

Employee's Signature	***Employee's Name (print)***	***Date:***
Supervisor's Signature	***Supervisor's Name (print)***	***Date:***
Director's Signature	***Director's Name (print)***	***Date:***
CAO's Signature	***CAO's Name (print)***	***Date:***