



Position Profile

Application Developer

Reports to: Director of IT

Direct reports: None

Background

The Office of the Chief Electoral Officer, operating as Elections Saskatchewan, is an independent, non-partisan office of the Legislative Assembly responsible for directing and supervising the administrative and financial conduct of provincial electoral events.

Elections Saskatchewan operates within a four-year election cycle. Workload, staffing, expenditures and operational complexity increase significantly as the general election approaches, requiring the organization to move from relatively centralized steady-state operations to a larger, decentralized delivery model.

Position Purpose

Reporting to the Director of Information Technology, the Application Developer is a key internal application-development resource and the primary technical owner for Elections Saskatchewan's business-critical custom applications. Key applications include a voter registry and an online regulatory reporting application. The role spans requirements analysis, technical design, hands-on development, testing, deployment, documentation, production support, secure coding and application lifecycle management. The employee works closely with business users, senior management, data analysts, database resources, vendors and contracted development resources.

Elections Saskatchewan's technical environment is primarily on premises. Its applications are built with C# and ASP.NET Core, use SQL Server and SSRS for data and reporting, and rely on Azure DevOps for source control and CI/CD pipelines.

Key Accountabilities

1. Application Development and Technical Ownership

- Serve as the primary technical owner for custom applications and maintain a thorough understanding of their architecture, business rules, integrations, dependencies and operational requirements.
- Design, develop, enhance, test, deploy, maintain and support secure web applications using current, supported Microsoft development technologies.
- Participate as a hands-on member of an application modernization team, contribute to technical design and development, and assume ongoing ownership following project completion.
- Review proposed changes for impacts on architecture, security, performance, integrations, infrastructure, supportability and delivery effort.
- Keep application frameworks, libraries, packages, UI components and development practices current, supportable and aligned with organizational standards.

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2. Requirements, Design and Delivery

- Work with business users and technical stakeholders to clarify needs, analyze requirements, document business rules, estimate work and translate approved changes into maintainable solutions.
- Prepare or maintain technical specifications, design documentation, deployment instructions, configuration records, release notes, operational procedures and support information.
- Develop and maintain realistic delivery plans that identify dependencies, risks, assumptions, testing needs and anticipated completion dates.
- Support controlled deployments across development, test, user-acceptance, staging and production environments in accordance with change-management practices.
- Use automated and unit testing, peer review where available, regression testing and structured validation to protect released functionality and data integrity.

3. DevOps, Source Control and Application Operations

- Maintain source code and related technical artifacts in Elections Saskatchewan-designated repositories using approved branching, merge, review and release practices.
- Develop, maintain and troubleshoot Azure DevOps build and release pipelines, deployment scripts and environment-specific configuration.
- Configure and support applications hosted on Microsoft Internet Information Services and collaborate with infrastructure resources on environment and application-hosting issues.
- Provide advanced production troubleshooting, defect triage, root-cause analysis and incident resolution for assigned applications.
- Provide occasional after-hours production support and participate in an on-call rotation during electoral events.

4. Data, Reporting and Integration

- Develop and maintain RESTful APIs, external interfaces and application integrations.
- Develop, modify and validate reports using SQL Server Reporting Services.
- Collaborate with database resources to resolve application-data issues and develop or modify T-SQL queries, stored procedures, views, migrations, reports and application data-access components as required.
- Support data import, matching, validation, reconciliation and exception-handling processes where required by the application.
- Apply strong data-accuracy controls when working with large-volume or sensitive records.

5. Security, Privacy and Approved Tools

- Apply secure coding practices and protect confidential and sensitive information throughout design, development, testing, deployment and support.



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- Address software vulnerabilities and dependency risks in coordination with security, infrastructure and application stakeholders.

Core Competencies

Success in this role requires the following competencies to support effective technical delivery, sound decision-making and productive working relationships across the organization.

- **Communication and Collaboration:** Communicates clearly and respectfully with technical and non-technical colleagues, listens to operational needs, and explains complex technical matters in practical, accessible terms.
- **Judgment and Problem Solving:** Applies sound judgment, critical thinking and structured analysis to diagnose issues, assess options, manage risk and implement effective, supportable solutions.
- **Accountability and Planning:** Takes ownership of commitments and outcomes, organizes work effectively, anticipates dependencies and risks, and follows through on priorities and deadlines.
- **Adaptability:** Responds constructively to changing priorities, emerging requirements and operational pressures while maintaining quality, security and service continuity.

Required Education, Knowledge, Qualifications and Experience

The knowledge and competencies required for this position would typically be acquired through a degree or diploma in computer science, software engineering, information technology or a closely related discipline from a recognized post-secondary institution.

- 8 - 10 years of progressively responsible experience, or an equivalent combination of experience and demonstrated ability.
- At least five years of recent, hands-on experience developing and supporting production applications using .NET Core or a current, supported version of .NET, including work performed within the previous three years.
- Advanced hands-on experience with C#, ASP.NET Core, current supported .NET versions, ASP.NET MVC, Razor, Entity Framework and Entity Framework Core.
- Experience with React or Angular, or related front end technologies.
- Advanced experience with SQL Server and T-SQL, RESTful APIs, JavaScript, jQuery, HTML, CSS and Bootstrap.
- Experience configuring and supporting web applications hosted on Microsoft Internet Information Services.
- Experience with large-volume data sets and with data import, validation, matching and reconciliation.
- Recent experience modernizing or upgrading complex applications from legacy .NET Framework versions to current, supported versions of .NET; experience with Telerik UI for ASP.NET and SQL



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Server Reporting Services; experience with Visual Studio, Git-based source control, Azure DevOps repositories, CI/CD practices, and Azure DevOps build and release pipelines would all be considered to be assets.