

The United Planning Organization (UPO) is the designated Community Action Agency for the low-income residents of Washington, DC. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents.” Our **Mission** is “Uniting People with Opportunities.” UPO is one of our nation’s more than 1,000 Community Action Agencies (CAAs) dedicated to fighting the war on poverty. Established under President Lyndon B. Johnson in 1964, CAAs have provided direct support to more than 34 million people in need.

UPO’s Community Action Promise

Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

About this position:

The Program Integration Division is seeking an energetic and experienced individual to join our dynamic team. The ideal candidate must be a self-starter who is able to work in a fast-paced, ever-changing work environment; a team player who is able to work independently with minimal supervision. This future employee will be expected to deliver a high level of customer support and service to both internal and external customers. The final candidate will need to have the right complement of skills, personality, and professionalism.

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at www.upo.org to view all of our vacancies and to learn more about our company and services.

POSITION: Software Engineer, Virtual Services Delivery
DIVISION/OFFICE: Program Integration Division
BULLETIN No: 4122021
SALARY RANGE: (Commensurate with Experience)
OPENING DATE: December 10, 2021
CLOSING DATE: Open Until Filled
FIRST SOURCE: N/A

MAJOR DUTIES:

Provide business analyst and software engineering services required to implement a variety of virtual services delivery solutions for UPO’s programs as well as in response to requirements assigned by UPO’s Chief Impact Officer (CIO). Design, execute, assess, and troubleshoot virtual services delivery programs and applications for UPO’s services that can be delivered remotely and with the requisite social distancing. Conduct a needs assessment and requirements gathering. It also includes configuring, coding, developing, and documenting software specifications throughout the project life cycle. Architecting and building reliable, secure and cost-effective solutions in a Microsoft Azure platform. Oversee system startups in a timely and accurate fashion and provide support to other departments as required.

BRIEF DESCRIPTION:

Install, develop, customize, and test value creating in-house applications and software. Collaborate with the Project Manager in the development and initiation of new virtual services delivery software applications, information

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systems and programs. Interview staff for virtual services delivery program/software requirements. Interpret virtual services delivery requirements identified by staff. Document projects that require external engagement. Implement virtual services delivery projects that can be completed in-house. Research, document, and implement program requirements and specifications. Consistently write, translate, and code software programs and applications according to specifications. Run and monitor performance tests on new and existing software for the purposes of correcting mistakes, isolating areas for improvement, and general debugging. Administer diagnostic analysis of test results and deliver solutions to critical areas. Cultivate and disseminate knowledge of application development best practices. Gather statistics and prepare and write reports on the status of the programming process for discussion with management and/or team members. Develop and maintain user manuals and guidelines. Liaise with network administrators, systems analysts, programmers, and other software engineers to resolve any defects in products or company systems. Write and/or delete programming script to enhance functionality and/or appearance of company Web site and Web applications as necessary. Deliver cloud solutions that enable the organization to run workloads within a cloud environment securely. Coordinate UPO's engagement with third party software development firms or consultants retained to implement requirements and solutions identified during the requirements gathering process.

MINIMUM QUALIFICATIONS:

Bachelor's degree in computer science and 5 years of experience in an Information Technology position. Working technical knowledge of VB and C# programming languages. Proven experience in the operation and analysis of database software, and standards, as well as data retrieval methodologies and mainframe applications. Excellent written and oral communication. Excellent working knowledge of MS Office (Word, Excel, Outlook and Power Point).

Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds

DESIRED QUALIFICATIONS:

Bachelor's degree in the field of computer science and 10 years of experience in an Information Technology position. Application Software support experience SQL Server, Azure DevOps, Load balancing, Microsoft network environment, Agile Development and Business Process Engineering

OTHER REQUIREMENTS:

In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

To be considered for this position:

[This position will end 12/31/2022](#)

Submit your resume [Apply Here](#)

ALL VISITORS TO UPO FACILITIES:

Must Wear a Mask While on UPO Premises;

Must Practice Social Distancing; and,

Will Be Subject to Temperature Scanning Upon Entering UPO Facilities