

Job Description

Job Title:	Programmer I
Working Title:	Digital Accessibility Programmer
Range:	8
Career Track:	First in a series of a two-track position (Levels 8-9)
Reports to:	LRL Information Systems Manager
Date:	September 16, 2025

Office Objective: The Legislative Reference Library is a nonpartisan joint legislative office established under Minnesota Statute 3.302 and the Legislative Coordinating Commission (LCC) is a nonpartisan joint legislative office established under Minnesota Statute 3.303. The Library and the LCC provide nonpartisan support and services across the Minnesota Legislature and promote understanding of state government.

Position Objective: The Digital Accessibility Programmer provides application and web programming support for applying digital accessibility standards to legislative user interfaces, systems, and websites. The objectives of this shared position are accomplished under the direct supervision of the Legislative Reference Library Information Systems Manager in consultation with Legislative Coordinating Commission staff. The Digital Accessibility Programmer also provides programming support for the Legislative Reference Library.

Position Scope: This position will be shared between the Legislative Coordinating Commission and the Legislative Reference Library with the scope of the work being to provide accessibility IT expertise across the Legislature and programming work specific to the Library. The position will be initially focused on Library systems. Until the Digital Accessibility Programmer completes the remediation of the Library's web pages and internal systems, it is anticipated that 35 percent of the position will be dedicated to the Library and 65 percent will be dedicated to other legislative offices. After this work is completed, it is anticipated that 20 percent of the position will be dedicated to the Library and 80 percent will be dedicated to digital accessibility initiatives in other legislative offices. These percentages are to be considered guidelines with recognition that work demands may fluctuate over time depending upon the needs of Legislature.

Responsibilities and Tasks:

1. *Act as the lead accessibility information technology programming expert for the Minnesota Legislature. (60% of time)

- Work with departmental information technology managers and accessibility coordinators to improve digital accessibility of websites and internal applications.
- Examine web pages and application pages for compliance with accessibility standards.
- Perform necessary code updates to resources that can be made accessible using a wide variety of languages, including HTML, ASP.NET, VB.NET, C++, JavaScript, PHP.
- Work with staff to reformat resources that cannot be made accessible in their current format, or to determine whether to apply for an exception for those resources.

2. *Act as the secondary programmer for the Legislative Reference Library. (20% of the time)

- Plan, develop, and test custom applications for the Library and the Legislature.
- Manage the Legislative Reference Library websites, staff web activities, and Library contributions to the Legislative website.
- Enhance existing functions and features of in-house developed applications for better efficiency and more flexibility.
- Maintain up-to-date knowledge of programming languages, and internet-related software and technologies including VB.NET, ASP.NET, JavaScript, jQuery, SQL.
- Participate in continuing education activities, professional meetings and staff working groups.
- Attend and participate in Library staff meetings.
- Attend and participate in Information Systems department meetings.
- Inform and educate colleagues as appropriate.

3. *Work closely with legislative programmers in other legislative departments to develop plans, best practices, and code. (10% of time)

- Create an inventory of web pages and a plan for examining each resource for compliance with accessibility standards.

- Create an inventory of internal applications and a plan for examining each resource for compliance with accessibility standards.
- Maintain and update documentation about project progress.
- Suggest updates to the Legislative Coordinating Commission and departmental digital accessibility plans and policies.
- Determine the scope of projects to align with the Legislative Coordinating Commission or departmental digital accessibility plans and policies.

4. Share knowledge and skills with other offices as appropriate. (5% of time)

- Use knowledge and resources available from other Legislative Coordinating Commission offices.
- Contribute to the work of accessibility across the Legislature.
- Participate in legislative accessibility meetings as appropriate.
- Identify and develop accessibility training for other IT professionals and website developers.

5. Develop expertise in accessibility best practices. (5% of time)

- Use LinkedIn educational resources, Minnesota State accessibility resources, and Legislative Coordinating Commission resources to enhance understanding of accessibility best practices.
- Review accessibility standards and develop expertise on the application of the standards to IT system development.

*Denotes essential functions under the ADA.

Budget Responsibility: None

Supervisor Responsibility: Occasional supervision of various support staff on a project basis.

Scope of Relationships (internal):

- Daily contact with Library staff to assess and coordinate information resources.
- Occasional contact with staff teams to design and execute special projects.

Scope of Relationships (external):

- Frequent contact with LCC accessibility and Information Services staff to coordinate work.
- Occasional contact with other legislative staff based on specific project work.

Working Conditions/Physical Demands: Normal office conditions.

Education/Training/Licenses/Certifications: Coursework or experience in computer science or programming.

Minimum Qualifications:

- Four-year degree; or a two-year degree and an additional two years of relevant experience; or five years of relevant experience.
- Knowledge of digital accessibility and WCAG 2.1 AA standards.
- Familiarity with HTML, CSS, JavaScript, jQuery, Bootstrap, ASP.NET, VB.NET, and SQL.
- Knowledge of basic web page editing and design.
- Excellent communications and interpersonal skills.
- Evidence of creativity and self-directed initiative and the ability to establish and maintain rapport and effective working relationships in a collaborative environment.
- Ability to work in a non-partisan environment.

Desired Qualifications:

- Expertise and experience applying accessibility standards (WCAG 2.1 AA).
- Expertise in HTML, CSS, JavaScript, jQuery, Bootstrap, ASP.NET, VB.NET, and SQL.
- Knowledge of existing and emerging information technologies.
- Knowledge and experience in designing effective user interfaces.

Desired Personal Attributes:

- Curiosity, flexibility, and persistence in pursuing information.
- Ability to take initiative, work independently, organize efficiently, and make appropriate decisions.
- Enthusiasm about public policy and the legislative process.
- Detail-oriented, with attention to accuracy and consistency.

- Excellent problem-solving skills.
- The ability to communicate well with others to contribute to the functioning of a team environment.