

## WEB DEVELOPER

### **Job Summary:**

Under general supervision, designs, develops and maintains City web sites, Internet/intranet services, links and other electronic technical support services.

### **Essential Duties and Responsibilities:**

(The functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Assists City staff in developing and publishing World Wide Web [www] content, including support of the design of division web sites and development of web page templates; assists in the design, implementation and maintenance of City web sites.
2. Develops and administers web sites, links, navigation pages, and web services, including virtual server configurations, user accounts and domain names.
3. Administers and maintains applications which support delivery of internet services to City staff and the public use of the Internet/intranet; evaluates and recommends new technologies and services as required.
4. Receives and records notification of user problems regarding the web site; assists City staff by resolving web-related problems.
5. Develops client code [HTML and JavaScript] and server scripts to implement web forms and web-based database applications.
6. Creates and manages databases, tables, queries, reports and connections to support web applications.
7. Develops and maintains web pages requiring advanced publishing and programming techniques.
8. Creates and prepares web server usage statistics and other reports.
9. Communicates with users, programmers, technicians, specialists, vendors and others regarding web site links, designs and development.
10. Plans, designs, and implements new World Wide Web, Internet services and other electronic information systems to enhance delivery of public information and services.
11. Establishes and maintains cooperative working relationships with City systems users and the public.
12. Performs related duties as required.

### **Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

### **Education and/or Experience:**

Bachelor's degree in information engineering, computer science or computer information systems and three years of full-time experience in developing web design and programming, developing web content and administering web-based services. Experience and/or education in a related field may be substituted on a year for year basis.

### **Knowledge of:**

- Web pages and site design, e-commerce applications.
- Coding of HTML, Java, JavaScript, VBscript, XML.

- Multimedia creations tool such as Photoshop, Flash, Quicktime, Shockwave and various HTML and web editors such as FrontPage.
- Windows NT/2000 server, Microsoft IIS.
- Web page development techniques.
- Techniques and tools for developing graphics for the web.
- Terminology , techniques, processes, and equipment involved in data communication.
- Interpersonal skills using tact, patience and courtesy.

**Skill and Ability to:**

- Analyze and solve technical problems, system requirements and design software solutions.
- Implement and administer projects and programs.
- Work independently under minimal supervision.
- Provide technical support to City staff and the public.
- Diagnose and perform minor software repairs on computer workstations.
- Integrate software systems and hardware platforms.
- Provide effective customer service to City departments and the public.
- Establish and maintain cooperative relationship with others.
- Communicate clearly and work effectively with supervisor and other employees.
- Meet schedules and deadlines.
- Operate and use all tools and equipment safely and efficiently.

**License or Certificate:**

Possession of a valid California Class C Driver's License. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Perform lifting, pushing and/or pulling which may or may not exceed 25 pounds.
- Require the mobility of arms to reach and dexterity of hands to grasp and manipulate objects and use and operate tools and equipment.
- Require flexibility and mobility to bend, stoop and crawl under work stations.
- Is subject to inside and outside environmental conditions.
- May be required to use city or personal vehicle in the course of employment.
- Require vision (which may be corrected) to read small print.
- May be required to work overtime and subject to on-call basis.