Dist Coord 8 / Web Dev Eng

Purpose Statement

The job of Dist Coord 8 / Web Dev Eng is done for the purpose/s of assisting the district Website Systems Administrator in administrating, building, developing, and maintaining assigned internet applications and websites; troubleshooting problems and maintaining of related server hardware and software.

This job reports to Web Systems Administrator

Essential Functions

- Administers updates, installs, and secures website content management systems, plugins and related software for the purpose of providing a stable platform for website content.

- Attends and contributes to department and web team meetings for the purpose of collaboration and enhanced productivity.

- Develops writes, and updates server side and client programming code and markup through the use of sophisticated website authoring tools according to district website standards across multiple district and school websites for the purpose of maintaining customized, functional, usable, mobile responsive and accessible district and school websites.

- Installs updates and maintains computer network server operating systems for the purpose of enhancing district and school website capabilities.

- Maintains current, accurate development notes and change logs for the purpose of keeping necessary ducumentation and work order history.

- Maintains a solid understanding of web application development processes, from the layout/user interface to relational database structures for the purpose of remaining current, efficient and effective in delivering needed services.

- Manages website server user and group privileges, backup, recovery and security processes for the purpose of maintaining Internet, intranet and data security and/or operations.

- Manages computer network server operating systems, databases and content management systems software updates and security patches for the purpose of maintaining the security of district and school websites.

- Monitors district and school websites on a consistent basis for the purpose of identifying potential security risks and taking steps to mitigate the security threats in a timely manner.

- Participates in training sessions for the purpose of assisting district employees, teachers and administration in the use of district and school websites.

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

- Researches a variety of topics related to best coding and markup practices for the purpose of making recommendations for solutions that address specific requirements, knowing the latest technologies and standards, and enhancing overall websites performance.

- Tests the website for the purpose of identifying and resolving technical problems.

- Troubleshoots hardware and/or software problems for the purpose of resolving website issues.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating computer equipment and related peripherals; participating in group discussions; problem solving; utilization of web content management systems; writing accurate, standards based, markup and scripting languages; and finding solutions to a varying number of challenges with hardware and software, is detail-oriented, and takes extreme pride in their work.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: an understanding of: operating procedures for computer and related peripheral equipment; industry standard programming languages (HTML, CSS, Javascript, PHP); web content management systems; database maintenance; web server deployment (Apache); systems development and design protocols (website protocols and standards, accessibility standards); website authoring tools; portable document format (PDF); browser types and functionality; Search Engine Optimization (SEO); related computer software and networking terminology.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; meeting deadlines and schedules; working with frequent interruptions; adaptable and able to pick up new web techniques; and working after hours.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required.

Education: Community college and/or vocational school degree with study in job-related area.

Equivalency:

Required Testing	**Certificates and Licenses**
Pre-employment Proficiency Test	Valid Driver's License & Evidence of Insurability Certified NetWare Engineer (CNE) certification Web Accessibility Training/Certificate within 6 months of employment
Continuing Educ. / Training	**Clearances**
Occasionally as needed to perform changing essential functions of position	Criminal Justice Fingerprint/Background Clearance

FLSA Status   **Approval Date**   **Salary Grade**