

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: WEB DEVELOPER

BASIC FUNCTION:

Under the direction of the Information Systems Supervisor, perform a variety of technical duties involved in the programming, design, development, updating and maintenance of the District web site and related web pages.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical duties involved in the programming, design, development, updating and maintenance of the District web site and related web pages; determine proper artistic and visual layout for web site and pages.

Design and assure functionality of links, online forms, surveys and scripts; code, design and implement a variety of website features and applications; create, scan and modify photographs, icons and graphics for website use; prepare, review, proofread and edit web site script and copy.

Determine and implement appropriate size and arrangement of graphic features and copy; select style and size of type; arrange layout according to available space, established principles and aesthetic design concepts; monitor, assure and adjust web content in response to navigability of web pages.

Monitor and maintain the web site server and database to assure proper operating condition as directed; transfer server files and prepare web server back-ups as required; modify database to enhance system performance and presentation of data as appropriate.

Assist in the development and implementation of web site projects; confer with users to determine web site, page and development needs and requirements, evaluate and respond to requests for web site additions, solutions and revisions.

Serve as a technical resource concerning the District website; respond to inquiries and provide information concerning related web pages, projects, systems, standards, requirements, practices and procedures; provide training and assistance in the operation of web sites and related malfunctions.

Participate in the testing and debugging of the District web site, pages and related applications; monitor and assure proper functioning of District web pages; assist in troubleshooting and resolving server and web page malfunctions.

Operate and utilize PC computers with various application software, languages and utilities used in web design; install new software and updates and test applications to assure proper operation.

Communicate with personnel, outside agencies and the public to exchange information and resolve issues or concerns.

Assist in the development and implementation of web site goals, objectives, time lines and priorities.

Attend and participate in various meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices and procedures of website programming, design and development.

Computer graphics, page layout, image scanning, audio applications, HTML, text editors, scripting, database design and programming languages and software used in web page development.

Website programming languages, utilities and applications used by the District.

System utilities and design and program applications.

Principles, practices and methods of database structures, computer programming and system design.

Manual instructions, sufficient to enable quick and accurate diagnosis of difficulties.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Policies and objectives of assigned programs and activities.

Interpersonal skills using tact, patience and courtesy.

Methods and procedures of operating electronic computers and peripheral equipment.

General practices, procedures and techniques of server maintenance.

ABILITY TO:

Perform a variety of technical duties involved in the programming, design, development, updating and maintenance of the District web site and related web pages.

Determine proper artistic and visual layout for web site and pages.

Monitor and maintain the web site server and database.

Design and assure functionality of links, online forms, surveys and scripts.

Apply principles and techniques of computer programming to specific problems or requests.

Evaluate requests for web site additions, solutions and revisions.

Determine and implement appropriate size and arrangement of graphic features and copy.

Prepare, review, proofread and edit website script and copy.

Operate computers, peripherals and a variety of specialized software.

Work independently with little direction.

Meet schedules and time lines.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level course work in computer science or related field and one year experience in the development and programming of web sites.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to view a compute monitor and read a variety of materials.

Sitting for extended periods of time.

Hearing and speaking to exchange information.

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224

Office-Technical Job Description

Adopted by BOT 1/23/06