POSITION DESCRIPTION

**TITLE:** Application Developer-Web Designer

**LOCATION:** Administrative Service Center

**REPORTS TO:** Manager, Information Technology

**DEPARTMENT:** Information Technology (IT)

**SUMMARY STATEMENT:**
The Application Developer/Web Designer is responsible for developing and maintaining District applications dealing with forms and databases, as well as developing and maintaining existing District custom applications and the District Intranet sites. The Application Developer/Web Designer, in conjunction with staff members, will plan and define requirements for computing applications and forms generation. The Application Developer/Web Designer, in conjunction with staff members, will plan and define requirements for the efficient and effective use of the District's Internet and Intranet resources, design, and security. In addition, this position will support other District-wide functions and implement/customize third-party applications, including but not limited to production workflow, and document handling/storage/retention technologies.

**ESSENTIAL FUNCTIONS:**
1. Communicate effectively with staff and the general public in person, by telephone, via E-mail, and in writing.
2. Define Web requirements, evaluate production needs, conduct Web design and implementation; establish and enforce standards; and manage security, filtering processes, access, and standards.
3. Make changes to Web pages and direct staff and/or student involvement with Web work.
4. Work with other departments in the development of Web pages and Intranet pages.
5. Work with other departments to develop electronic data collection processes to enhance District functions.
6. Evaluate workflow processes and document handling within the District, and make recommendations as to best solutions.
7. Coordinate and perform project planning and project management responsibilities which (depending upon service area) may include establishing priorities, specifications, and approaches; organize staff, and scheduling; work with others (including outside vendors) to complete a project; and track and follow up on progress.
8. Coordinate and perform appropriate documentation planning tasks; review drafts and revisions; ensure reports and communications meet customer and department quality, service, and other requirements.
9. Maintain existing programs and procedures, and write complex new programs using up-to-date hardware and software techniques and a variety of language and software tools.
10. Travel from location to location, including out of the city, to accomplish tasks.
11. Update and optimize existing custom tools for new development languages, techniques, and platforms.
12. Provide training for District staff members on applications developed or extended by the Evergreen development team.
13. Migrate legacy District applications to new technologies/coding standards.

**OTHER RESPONSIBILITIES:**
1. Provide back-up support to other positions in the event of absence or work overload.
2. Perform special requests as requested.
3. Perform other related duties as assigned.
PHYSICAL DEMANDS REQUIRED:

Vision (66-100%)
Acceptable Attendance
Lifting Up to 50 lbs. (33-66%)
Use of hands and/or arms for repetitive motion (66-100%)

Walking (33-66%)
Hearing (66-100%)
Standing (33-66%)
Writing (33-66%)

Speaking (66-100%)
Travel (33-66%)
Sitting (33-66%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Up to 33%) = Occasionally

MENTAL DEMANDS REQUIRED:

Reading Documents (66-100%)
Confidentiality (66-100%)
Written Communication (66-100%)
Detail Work (66-100%)

Problem Solving (66-100%)
Customer Contact (66-100%)
Multiple Concurrent Tasks (66-100%)

Verbal Communication (66-100%)
Reasoning (66-100%)
Training (66-100%)

TOOLS AND EQUIPMENT NECESSARY:

PC, Macintosh, telephone, copy machines, FAX machine, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:

1. A minimum of two years of related experience with design work required.
3. Development experience using HTML, CSS, XML required.
4. Experience writing and maintaining system and end user documentation.
5. Experience with Microsoft SharePoint and Laserfiche platforms preferred.
7. Electronic Forms generation/workflow application programming preferred.
10. Up-to-date programming and scripting experience for web development preferred.
11. Familiarity with JAVA and CGI scripting preferred.
13. Project management experience preferred.
14. Demonstrated organizational skills and the ability to follow through.
15. Must possess diagnostic and troubleshooting skills as well as effective and creative problem solving skills.
16. Must be able to travel from location to location to accomplish tasks and be willing to travel out of the city.
17. Must possess a continuing interest in professional growth and development.
18. Demonstrated ability to maintain confidentiality of sensitive information.
19. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

260-261 Days Per Year (Includes Holidays)
8 Hrs. Per Day
Application Developer-Web Designer