

# Web Developer

## Position Description

**Status**

Full-Time, Nonexempt

**Compensation**

B24

**Bargaining Unit**

Non-bargaining

**Summary**

Responsible for the creation, development, and maintenance of the County's online presence and programming needs, managing the full web application and website life-cycle.

**Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Manages the web application life-cycle, using established fact-finding procedures, knowledge of pertinent work processes and procedures, and familiarity with related programming practices, system software, and computer equipment to provide required analysis of business and/or technical problems. Designs, develops, and maintains web applications by conferring with requesting departments to discuss content, output requirements, and the extent of programming required. Modifies existing programs to the specifications determined to be appropriate at the systems analysis and design phase. Performs routine tests of existing and new programs to ensure proper operation and function within the specifications they were written.
2. Create and manage SQL Server databases for web applications including troubleshooting with respect to programming and website issues.
3. Provide SharePoint administration services; research issues and provide support working closely with the Network Administrator, create and manage SharePoint sites, site structure and permissions, develop custom solutions with programming, workflows, master pages, and templates.
4. Responsible for maintaining the integrity, consistency, and accuracy of all web based content hosted by the County. This will involve working closely with internal staff to gather / organize content, manage / resolve issues, and provide training and support related to web publishing and content management. Provide direction and guidance for others on presenting or collecting information.

**Reports to**

Information Technology Manager

**Supervises**

None

**Position Category**

Coordinator

5. Develops detailed documentation for new and existing web applications and training documentation or videos.
6. Creates enhancements and modifications to web sites, page layout and design; organizes and maintains the website structure, creates website graphics, performs website postings, creates forms and surveys.
7. Develops and maintains plan for organization's Internet presence, based on management priorities, policy directions, and goals. Assesses new standards, technologies and trends, and formulates strategies and plans for future enhancement of web sites. Maintains currency of knowledge with respect to relevant state-of-the-art technology and miscellaneous job-related duties as assigned.
8. Manage, schedule, and track various projects and activities.

## **Competencies**

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

## **Supervisory Responsibility**

This position does not have direct supervisory responsibilities.

## **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

## **Travel**

Travel is required to access County buildings and other locations for training purposes.

## Required Education and Experience

1. Associate's Degree (A.S. or A.A.) or two-year technical certificate.
2. One (1) year of experience with clerical duties.
3. One (1) year of experience with customer service & public relations.
4. Two (2) years of experience in information Technology with an emphasis in programming, web development, and the following technologies: Windows Server and IIS, Microsoft SQL Server, Microsoft SharePoint, Adobe, Acrobat, Photoshop or equivalent graphics manipulation package, ASP, NET, . C#, JavaScript, XML, CSS, Crystal Reports.

## Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_