



Position Title:	Web Developer	Job Code:	3513
Reports To:	Sr. Software Engineer	Job Group:	PENC
Department:	Web Services	Salary Grade:	14
Prepared By/Date:	Jennifer C. Brito/5-26-2009	FLSA Status:	Exempt
Approved By/Date:	Andrew Seaga/6-22-2009		
Revised:	Jennifer C. Brito/6-22-2009		

Summary:

The Web Developer has responsibilities ranging from maintenance of existing systems to new software deployment.

Essential Duties and Responsibilities:

- Develops high quality, state of the art software solutions on time and up to specification.
- Follows coding, source code control and document management standards for the department.
- Maintains and enhances current software architecture components.
- Performs systems analysis/programming independently and requires general direction for the balance of the activities.
- Confers with user personnel to determine the problems and type of data to be processed.
- Analyzes problems in terms of systems and programming requirements, and modifies the system design to take maximum advantage of available data processing equipment.
- Prepares a definition of the problem together with recommendations for the equipment needed for its solution.
- Prepares machine logic flowcharts and machine instructions.
- Consults on the implementation of systems/programming applications and assists in devising data verification methods and standard systems procedures.
- Assists IT development areas in matters related to database administration.
- Performs other related duties as required.

Knowledge, Skills and Abilities:

- Knowledge of computer programming applications or systems programming techniques.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to communicate effectively at all levels.
- Ability to work in a multi-ethnic/multi-cultural environment.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is frequently required to sit and reach with hands and arms. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision. Depth perception and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in Data Processing or Computer Science and five (5) years of computer programming experience in business or academic applications or systems programming or Master's degree in Data Processing or degree with Computer Science and one (1) year of computer programming experience in business or academic applications or systems programming
- Minimum of one (1) year of software development experience in client/server and web-based deployments
- Development experience with one or more of the following: .NET, Visual Basic, ASP (VB-Script), SQL, XML/HTML. Must be able to work a flexible schedule that may include evening and weekend assignments.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name