IT WEB DESIGNER/DEVELOPER

*[May also apply to exempt SHRA positions in the Applications branch\*]*

*Note: This material is not intended to represent a complete position description; it is meant as a job aid to provide a foundation for completing a detailed individual description. All functions and tasks listed below will not apply to every position and this is not an exhaustive list of potential duties. Supervisors should select any of this material which applies to provide a framework for their description, then add detail, context, and other functions relevant to their specific needs. This material is also competency- and band-level neutral. In addition to functions and tasks, other considerations including but not limited to scope, organizational placement, and reporting relationship are key determining factors in position leveling.*

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| **FUNCTIONS** | **TASKS** |
| Support | * Provides advanced technical knowledge across a large variety of software technical areas to provide solutions to complex problems. * Maintains sustained technical knowledge across a number of technical environments, development platforms, and applications to provide high-level technical support. * Performs routine maintenance on the dynamic websites to keep them functioning properly over the life of each project. * Troubleshoots deployment issues on desktops, laptops, printers, video conferencing, etc. and maintains backup and restore operations for the website(s). |
| Project Management | * Defines project timelines and deliverables, monitors progress, and recommends changes as appropriate to ensure projects are completed on time and within budget. * Coordinates and prioritizes requests for changes and enhancements in the environment based on business needs, resources, and the impact of changes on existing systems and processes. * Evaluates project issues related to scope change, resource, and time constraints to provide consistent solution delivery. * Identifies project risks in advance and proactively mitigates these risks with appropriate steps. |
| Development/  Programming | * Designs, deploys, and maintains websites and web applications for the unit, works closely with constituents to make sure website functionality and content is updated as needed and ensures any related technical issues are resolved quickly. * Identifies and learns new web technologies to enhance web development services. * Researches proprietary systems and/or creates new systems that pull together data from disparate sources into a single interface. |
| Security | * Anticipates security breaches and potential vulnerabilities and make recommendations for and/or determine best practices to comply with internal/external information security policies and standards. |
| Quality Control &  Reporting | * Applies the latest techniques and applications for database interface, data modeling, retrieving and uploading data sets, and SQL queries. * Institutes and stays current on accessibility standards to ensure websites meet federal, state, and university guidelines. |
| Consultation | * Provides expertise on design principles, packaging, multipage layouts and corporate identity. * Provides expertise and proposes ideas to make the site(s) more intuitive for clients and external audiences. * Provides consultation services to Principal Investigators, Program Managers, and project team members on the design of websites, appropriate use of applications, and database specifications. |
| Training &  Communication | * Creates user guides and training material for our sponsors for the applications developed. * Leads both web-based and in-person trainings for users of websites, applications and databases. |
| Supervision/  Management | * Provides full supervision to [define subordinate positions]; interviews and makes hiring decisions/recommendations; recommends initial pay rates and subsequent adjustments; ensures employees are trained in job responsibilities and provides for ongoing development; manages the performance review process and assigns performance ratings; addresses performance deficiencies and disciplinary issues as needed; sets work schedules and approves leave requests; etc. |
| Other Duties (5% max) | * Other duties as assigned by management to meet business needs |

\*When employees in these existing, filled positions have elected to remain SHRA