

**ADMINISTRATIVE SERVICES DEPARTMENT
INFORMATION TECHNOLOGY DIVISION
WEB DEVELOPER**

GENERAL DUTIES: Under direct supervision of the Information Technology Director, is responsible for, but not limited to, such duties as designing, developing, testing, implementing, and supporting the core City systems which include Intranet and Internet web sites. The n-tier development environment will be using .Net framework and SQL Server databases. Emphasis will be placed on maintaining cross-platform and cross-browser compatibility so that the Internet web site is accessible from a variety of different environments.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risks to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Designing, developing and implementing new layout of the City Intranet using .Net technology, and Microsoft SharePoint.
2. Creating Development of databases to be used in dynamic web pages, update content in the database per department/division representative.
3. Gather and update web content, proof new content to identify inconsistency with web site design, offer suggestions for brevity of content as well as layout to produce logical and cohesive information, transfer content to the web in an efficient manner, convert information to web friendly formats.

4. Create and enhance web graphics, create or improve web graphics for cross-browser implementation using graphics software such as Macromedia's Fireworks, Photoshop, etc., enhance graphics to improve load time, create attractive web pages from a variety of source documents (PDFs, Word, or other formats)
5. Perform related responsibilities as assigned.

REQUIRED SKILLS, KNOWLEDGES, AND ABILITIES:

SKILLS: Skill in:

1. Configuration and the use of office automation software.
2. Project management.
3. Following oral, written, and coded instructions.
4. Independently preparing clear, concise technical reports and documentation.
5. Paying attention to details.
6. Reading and interpreting complex technical manuals and procedures.

KNOWLEDGE: Knowledge of:

1. Coding with .Net framework, HTML, ASP, VB, SQL, XML, CSS, and JavaScript.
2. Professional web tools such as Visual Studio .Net, Dreamweaver, and Homesite.
3. Web-servers (IIS), Microsoft Reporting Services and other Internet technologies.
4. TCP/IP, the Internet Protocols, and networking with Window 2003 servers.
5. E-government/E-Commerce software design.
6. Microsoft SharePoint and SharePoint Portal software.
7. SQL Server database, ODBC/DB OLE.
8. Software design and development methodologies and practices.
9. Strong understanding of Web usability, User Interface (UI) design and data architecture.
10. Designing "accessible" web sites (ADA).
11. Microsoft Windows 2003 (server) and Windows XP (client) operating systems.

12. Human Resources and Financial applications experience a plus.
13. Customer service techniques.
14. Current trends and developments in the field of personal computer technology.
15. Modern office procedures, methods, and computer equipment.

ABILITIES: Ability to:

1. Establish and maintain effective working relationships with supervisors, co-workers, other departments, outside agencies, and the general public.
2. Work independently with minimal supervision and use of considerable judgment and initiative are required in resolving problems and making recommendations.
3. Work as a team player and be willing and able to follow and support the City's design and development standards.
4. Communicate clearly and concisely, both orally and in writing.
5. Solve complex problems.
6. Provide clarity in organizing information, create smooth navigation paths.
7. Develop, revise, install, and utilize automated systems and procedures.
8. Analyze informational requirements and needs, identify problems, examine alternatives, reason logically, and design implementation procedures.
9. Provide clarity in organizing information, create smooth navigation paths.
10. Support departments with users ranging from novice to advanced level.
11. Establish, maintain and foster positive and harmonious working relationships with the IT staff and other departments.
12. Work in teams in a changing environment.
13. Maintain the confidentiality of departmental information.
14. Develop conclusions and recommendations.
15. Explain technical concepts in non-technical terminology and train others in the operation and application of personal computer systems.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Laserjet or ink jet printer
3. Telephone
4. Copier
5. Calculator or 10-key adding machine
6. Facsimile machine
7. Typewriter
8. Microfiche reader
9. Polaroid or digital camera
10. Automobile
11. Paper shredder
12. Paper cutter
13. Computer scanner
14. Specialized computer hardware
15. Specialized tools and equipment used in installing and repairing computer equipment.
16. Handcart or dolly
17. Splicing equipment
18. Grounding straps
19. Pager or two-way radio

PHYSICAL DEMANDS:

Under typical office and field conditions, employee will perform the following physical activities which include handling computer monitors, CPU's, printers, fax machines, files, books, binders, and boxes of work material or equipment:

1. Sitting, for prolonged periods of time working at a computer or attending meetings
2. Walking, to and from different facilities to install or repair computer equipment.
3. Standing, while installing computer equipment, or working in the office.
4. Kneeling, when installing or repairing computer equipment.
5. Bending/stooping, when installing or repairing computer equipment.
6. Squatting/bending, when installing or repairing office or computer equipment.
7. Crawling, when installing or repairing computer equipment.
8. Climbing, ladders or stairs when working with cables or wiring equipment.
9. Balancing, when using ladders and replacing and installing computer equipment.
10. Twisting, when installing or replacing computer equipment in all facilities.
11. Reaching, when working with computer cables and wiring, and all office materials.
12. Carrying, equipment and tools when installing or repairing a computer, monitor, printer, etc.
13. Pushing/pulling, handcart when replacing or installing computer equipment.
14. Lifting at least 50 lbs., when replacing, installing, or repairing computer equipment.
15. Driving, to other facilities to install or repair equipment, in addition to purchasing supplies and attending meetings and training.
16. Speed, in meeting deadlines and using office equipment.

SENSORY DEMANDS:

Under typical office and field conditions, employee utilizes these senses while using a computer, printer, typewriter, telephone, fax machine, copier, calculator, adding machine, paper shredder, paper cutter, camera, automobile, and specialized equipment used in the installation and repair of computer equipment. When working in the field and utilizing a vehicle, all senses are used.

1. Seeing, colorvision is necessary when working with electrical wiring and cables.
2. Speaking
3. Hearing
4. Touching

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, over 80% of the time, servicing all City facilities.
2. Flooring: Low level carpeting, linoleum, tile, wood, etc.
3. Noise Level: Conducive to office settings with phones, copiers, radios, and typewriters.
(There is a higher noise level when working in the computer room which houses the servers.)
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal to high indoor levels associated with dust and odors from computer equipment, paper, ink pens, copiers or other office-related equipment, in addition to crawling under buildings or in confined ceiling areas when running cable or checking equipment.

Field Conditions:

1. Indoors: Typical field conditions, approximately 20% of the time, during delivery, installation, and maintenance of computer equipment throughout City facilities.
Confined space: In addition, may be required to crawl or work in confined spaces above the ceiling or below the flooring of each facility.
2. Travel: Under varying conditions via automobile or plane, less than 5% of the time.
3. Flooring: Asphalt, carpeting, linoleum, tile wood, uneven surfaces, etc.
4. Noise Level: Varying low to high equipment noise, while working in the Main Computer Room or with equipment such as a copy machine, printer, or other computer equipment.
5. Lighting: Conducive to normal office settings, but may also work in poorly lit areas under the flooring or above the ceiling when running cable or working on computer wiring.
6. Ventilation: Heating and air conditioning provided by a vehicle or facility or may be restricted when working below the flooring panels or above the ceiling tiles.
7. Dust or Fumes: Normal, outdoor levels and extremely dusty and dirty crawl spaces above the ceiling and below the flooring of all City facilities.

HAZARDS:

Mechanical and electrical exposure is low to high, when installing or repairing computer equipment. Exposure is minimal when properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, adding machine, fax machine, camera, radio, paper shredder, or paper cutter. When traveling in the field, there is some exposure to mechanical hazards while utilizing a vehicle.

ATMOSPHERIC CONDITIONS:

On occasion, some exposure to fumes from solvents and cleaners occurs when performing routine maintenance or repair of computer equipment. Minimal to low exposure to fumes occurs in the typical office environment which may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIREMENTS, EXPERIENCE, AND QUALIFICATIONS:

1. Bachelor's degree in Computer Science, Information Systems, or related field of study from an accredited college or university.
2. Three years of increasingly responsible experience with designing, developing and supporting Web applications.
3. May be subject to various shifts and/or weekends as required or routine callback.
4. Pass a post-offer medical examination, which includes a drug test.
5. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
6. Pass a detailed background check including a Department of Justice criminal record check for employment.
7. Prefer non-tobacco user.