Job Title:	Web Development Specialist	**Job Code:**	80501
Job Function:	Staff	**Grade:**	118
Job Family:	Bargaining Unit	**FLSA:**	Non-Exempt
SOC Description:	3000 Information Technology Division	**Date:**	2/5/14

Job Summary:

Develops and maintains web pages for a college.

Essential Functions:

35% Design, write, and edit complex web pages which incorporate video, audio and forms. Most work will be done using web editing software and a content management system. Follow all functionality and usability standards set forth by the university. Ensure that the college's main webpage is up-to-date with the latest information available.

25% Oversee and maintain the efficiency of web pages links by performing viewing, testing, monitoring, and reporting functions.

10% Monitor and prepare reports on web activity and trends. Work with Marketing Representatives to ensure traffic is driven to the appropriate areas as need.

10% Research new tools and technologies for the College's web page. Disseminates information related to new technologies.

10% Maintain policies and procedures as they apply to the web.

Education:

Requires a relevant Associate Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years experience with all aspects of web development including web publishing tools and web authoring. Strong organizational, communication, and technical writing skills required. Significant experience coding in HTML and other web programming languages required. Requires design, capabilities and creativity

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.