SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: Webmaster/Developer-Programmer, Grade 60

DEFINITION: Under general supervision, implements web pages and websites and oversees the day-to-day management of the SDCOE website/content management system; develops and tests user interface/experience (UI/UX); programming in the development and implementation of computer applications oversees and manages web information architectures; provides assistance and resources to SDCOE, school site and district office personnel with website/webpage design, development and maintenance.

REPRESENTATIVE DUTIES:
ESSENTIAL FUNCTIONS:

Implements search engine optimization strategies, techniques and standards.

Provides efficient and accurate reporting detailing website statistics and analytics.

Maintains website architecture, monitors web server and website performance.

Assures the quality and integrity of website and pages.

Monitors the day-to-day operation of the website content management system (CMS) including web analytics and usage.

Creates and maintains website, webpages, webforms, and other related items.

Implements web graphics.

Works with and assists SDCOE, school site and district office staff with webpage design, development, implementation and maintenance. Advises client of most effective way to organize site.

Works with clients to define site goals, purpose and requirements. Assesses the functionality, needs and goals of site to provide effective recommendations.

Plans for future needs of clients.

Assists with the development, dissemination and observance of adherence to standards for publishing on SDCOE web pages.

Ensures all websites are ADA 508 compliant.

Debugs and troubleshoots issues that arise with performance of websites and pages.

Stays current with software and hardware that can improve the success of SDCOE website.

Researches emerging web tools and technologies.

Implements HTML, CSS and jQuery to perform various operations (e.g., counters, forms processing, searches, etc.).
Codes program instructions for web-based applications, windows applications, mobile applications and operating systems applications.

Prepares system tests, conducts tests of systems, audits test results and corrects errors in program logic.

Prepares and maintains program/project documentation.

Analyzes, designs, and implements computer applications.

Refers programming problems to supervisor and/or lead staff member and works collaboratively to resolve.

Modifies existing programs.

Prepares technical instructions and manuals.

Configures both in-house and third-party vendor software.

Researches emerging technologies and concepts and reports findings to supervisor.

Participates as a member of research and development teams.

Maintains privacy of information.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

EDUCATION AND EXPERIENCE:

Education, training or experience which demonstrates possession of the knowledge and abilities detailed below including successful website management experience. An example of typical qualifying experience would include: a minimum of three years of work experience in a comparable position. Completion of college-level coursework in a related field such as computer science, information systems, or graphic arts is desirable. HTML5 experience and knowledge of or experience with SharePoint 2007 or newer is highly desirable.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

HTML, web usability, information architecture

Internet protocols and server administration

jQuery

XML

CSS

Web analytics

Search Engine Optimization (SEO)

ADA Section 508 and compliance

PC server-operating environment

Principles and techniques of programming using a variety of computer and web programming languages

Documentation methods and techniques

Familiarity with:

PeopleSoft environment

Team Foundation Server

Agile programming methodologies

Sharepoint 2010 or higher

ABILITY TO:

Troubleshoot, analyze and resolve problems

Analyze and assess web-related issues and make effective recommendations

Project and plan for future web-related needs

Execute graphic designs

Organize, develop and maintain applications on servers

Work with a variety of computers and peripherals

Compose data and supporting materials

Make presentations using appropriate technology

Communicate effectively orally and in writing

Work effectively independently and as part of a team

Organize and prioritize work

Pay close attention to detail in carrying out required duties

Work in a fast-paced environment with time-sensitive materials and continuous deadlines; meet required deadlines

Exercise appropriate judgment in making decisions

Display strong interpersonal skills

Establish effective working relationships with technical staff and all levels of SDCOE, school site and district office staff

Code, test and maintain computer programs using a variety of programming languages, such as .NET 4.0+, AJAX, C#, SQL Reporting Services, SQL, MySQL, VBScript, JavaScript, HTML5, CSS, jQuery, Sharepoint, XML, PHP, and other standard and/or evolving technologies

Troubleshoot, analyze and resolve problems

Program effectively and efficiently, producing maintainable code

Quickly learn new technologies and develop solutions to support clients

Meet schedules, deadlines, and time lines

Communicate effectively both orally and in writing

Work independently and as a member of a team

Establish effective working relationships with those contacted in the course of work

Organize and prioritize work

Exercise appropriate judgment in making decisions

Maintain confidentiality of information

Demonstrate attendance sufficient to complete the duties of the position as required

WORKING CONDITIONS & PHYSICAL ABILITIES:

Duties are typically performed in an office environment. Must be able to hear and speak to exchange information; see to perform assigned duties; sit for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment.

Established	Approved by Personnel Commission	Revised	FLSA Status	Job Code	Salary Grade
12/1996	01/16/1997	9/12; 12/12; 6/15	Non-Exempt		60