

JOB DESCRIPTION

San Diego County Office of Education

WEB DEVELOPER/PROGRAMMER

Purpose Statement:

Under general supervision, the Web Developer/Programmer performs programming development, implementation and updates to new and current online applications, and develops and implements a usability testing process to ensure new web applications meet requirements.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions:

- Creates the technical aspects of websites using standard tools according to accepted standards of design.
- Works with database administrators to design, implement, and maintain integrated database solutions.
- Seeks direction from supervisor or scrum master in interpreting complex requirements and specifications.
- Analyzes, designs, and 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.
- Stays up-to-date on development best practices pertaining to security, ADA compliance, telemetry and search engine optimization.
- Maintains and enhances existing applications to meet new requirements or standards.
- Prepares technical instructions and manuals.
- Prepares change management requests and presents them (if needed) to change management board.
- 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.
- Engages in knowledge sharing activities to learn and share knowledge with programming staff.
- Provides training and support which could involve presenting to staff and clients.

Other Functions:

- Performs other related duties as assigned.

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE OF:

Web Applications and programming languages such as .NET 4.0+, AJAX, C#, SQL Reporting Services, SQL, MySQL, JavaScript, HTML5, CSS, jQuery, SharePoint, Web Services (REST, SOAP, etc.) is needed to be successful in this position;

Web design techniques and maintenance strategies including editing, publishing and modifying web applications;

Web server functions, configuration tools, web browsing, and enhancement tools; current web languages;

Effective internet design, terms, processes, development tools and practices;

Configuration, implementation, and maintenance of relational database management system components;

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

Documentation methods and techniques.

Familiarity with:

PeopleSoft environment and Oracle systems;

Developing in Cloud-based platforms;

Databases;

Team Foundation Server;

Agile programming methodologies;

Sharepoint 2013 or higher;

Familiarity with Content Management Systems;

Office 365, UI, cross-browser compatibility, general web functions and standards;

Planning and delivering software platforms used across multiple products and organizational units.

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals;

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 and test effectively and efficiently, producing maintainable and write code;
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;
Utilize a variety of programming tools;
Perform higher levels of math such as advanced algebra, calculus and/or statistics;
Read technical information, create and/or compose documents and/or participate in panel discussions;
Analyze situations to define issues and draw conclusions.

Working Environment:

ENVIRONMENT:

Duties are performed in an office setting.

May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Education: Completion of college-level coursework in computer science, information systems, or a related field; and

Experience: Two (2) years of job-related experience in web design and development using Microsoft Web Development tools and programming languages. Possession of a bachelor's degree in the fields listed above may be considered as fulfillment of the work experience requirement; or

Equivalency: A combination of education and/or experience equivalent to completion of college-level coursework and two (2) years of job-related experience in web design and development using Microsoft Web Development tools and programming languages. Possession of a bachelor's degree in the fields listed above may be considered as fulfillment of the work experience requirement.

Required Testing

N/A

Certificates, Licenses, Credentials

N/A

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical Exam including drug screen

Tuberculosis Clearance

FLSA Status: Non-Exempt

Salary Grade Classified Support Grade 060

Personnel Commission Approved: April 2013

Revised: 09/06, 03/10, 09/10, 06/13, 03/14, 06/17, 04/25