WEB DEVELOPER
Application deadline: Wednesday, August 26, 2015 4:00 P.M.

POSITION DESCRIPTION
The Web Developer position provides specialized design, development, and support of the Chaffey Community College District's web site and college portal; implements the College’s web philosophy and standards, updates and trains staff to update content, advises on presentation effectiveness and access to ensure optimum performance; provides writing, editing, updating and development support to internet and intranet web pages that are accessed through existing web sites. This position provides web content training and support which requires the ability to edit web content, develop and test links, and modify existing source coding.

RESPONSIBILITIES
Positions in this classification are assigned some combination of the following duties:
• Write, update, and maintain internet and intranet web pages that contain text and graphics and are accessed through Chaffey College websites; modify existing source coding to assure proper page linkages and compliance with College protocols.
• Act as web page liaison between Information Technology Services system administrators, Marketing/Public Relations, other departments, and external vendors or consultants.
• Confer with administrators, faculty, and staff to clarify purpose and requirements for web pages; work closely with departments to assess their needs and objectives in the development of web content and functionality.
• Assure that web pages maintain an appealing flow and uniformity to the College’s standards with regard to visual image, fonts, icons, and layout; maintain HTML templates and page archives.
• Monitor and analyze web page usage using appropriate software and other tools and report finding to departments.
• Work with the Section 508 compliance officer to ensure all district web services are compliant.
• Organize the navigational structure and maintain web site links, both internal and external to the college web site, for maximum efficiency of content.
• Audit and maintain style guidelines for web pages including utilization of uniform fonts, formatting, icons, images, layout techniques, and graphic quality.
• Audit web sites/pages for copyright infringement, content violations, content errors, guideline compliance, and notifies content owner(s) of violations.
• Monitor Web Developer email and route as appropriate.
• Provide support, one-on-one training, and service to staff who update departmental web and related applications; instructs basic web page editing skills to staff in other departments who may be updating and maintaining content for departmental/other web pages.
• Assist users who are creating HTML fill-out forms by processing responses into HTML output and by managing the side effects of such processing.
• Suggest web page options to enhance the “look and feel” for internal and marketing purposes; work with graphic arts specialists to integrate written and visual media onto web pages.
• May assist web content authors with design of transaction forms, digitized images, Java banners, bullets, charts, image maps and other graphics that require advanced programming skills.
• Maintain currency of knowledge and skills related to the duties and responsibilities.
• Perform other related duties as assigned.

MINIMUM QUALIFICATIONS
• Any combination equivalent to an Associate’s Degree from an accredited college or university with major course work in information technology, computer science, web design, journalism, or related field, AND
• Two (2) years of experience in web page design, content management, editing and programming.
Knowledge and Skills
• Specialized technical knowledge of website and web page design.
• In-depth knowledge of web construction/development and authorizing tools, such as Adobe Dreamweaver, and a working knowledge of the principles and techniques used in the design and maintenance of web sites that provide information and process transactions.
• Working knowledge of software browsers such as, but not limited to, Microsoft Internet Explorer and Google Chrome.
• Basic web programming knowledge and skills in using programming and scripting languages to assemble and maintain websites, such as Practical Extraction and Reporting Language (Perl), Java, HyperText Markup Language (HTML), .NET technologies, Active Server Pages (ASP), Common Gateway Interface (CGI), Dynamic HTML, Extensible Markup Language (XML), Java Script, Visual BASIC, and VB Script.
• Knowledge of internet protocols, e.g. Transmission Control Protocol/Internet Protocol (TCP/IP).
• Basic understanding of MS Active Directory and a .NET environment, file maintenance, indexing and conversion techniques.
• Well-developed skills in copy editing, proper English language composition, usage, grammar, syntax, vocabulary, spelling and punctuation.
• Knowledge of standard office procedures.
• Sufficient human relations skills to work cooperatively as part of a team, give instructions, and facilitate discussions with staff and others outside the department to extract information about web page needs.

Abilities
• Ability to perform all of the relevant duties of the position with only general oversight.
• Ability to operate a variety of computers, printers, and peripheral equipment.
• Requires a willingness to update skills on a regular basis to keep abreast of rapidly changing technology, especially technology related to website design and content management.
• Ability to analyze technical problems and to develop and apply appropriate solutions.
• Ability to create and edit web page text and graphics.
• Ability to discuss technical information with users, discern their needs and develop programs, systems, screens, etc., which meet those needs.
• Ability to communicate technical and complex information to 'nontechnical' users.
• Ability to provide training to employees, as appropriate, in the use and maintenance of web pages and web content.
• Ability to read, understand and apply information from technical manuals.
• Ability to prioritize work in order to meet deadlines and maintain schedules.
• Ability to maintain cooperative and productive relationships with others.

MEETING MINIMUM QUALIFICATIONS DOES NOT ASSURE THE CANDIDATE OF AN INTERVIEW. Applications will be evaluated taking into account the breadth and depth of relevant education, experience, skills, knowledge and abilities.

DESIRABLE QUALIFICATIONS
• A Bachelor’s Degree from an accredited college or university with major course work in information technology, computer science, or web page design or a certificate in web page design.

SPECIAL CONDITIONS
• Working Hours: Monday through Friday; 7:30am - 4:30pm.

APPLICATION PROCESS
Applications must be filled out completely and in detail. The application package must include a District employment application, a resume, and (if you are using your education to meet the minimum qualifications) photocopies of transcripts. Copies of degrees/diplomas are not acceptable in lieu of transcripts. Please do not include any additional documents not required in this section.

CONDITIONS OF EMPLOYMENT
This is a full-time, 12-month, classified bargaining unit position. Starting date: as soon as possible. Range 38 of the CSEA Salary Schedule, with a starting salary of Step A, $5,907/month; progresses over time to $8,311/month. Excellent benefit package.