

JOB DESCRIPTION

Web Developer

FLSA Status: Exempt**Reports To:** Creative Services Manager

Position Summary

The Web Developer assists in development and daily maintenance of websites and fills a critical role at all stages of the development process, from inception to launch of those sites. The Web Developer also assists with technical support of website development and function, and advises clients on best practices in those areas.

Essential Job Functions

- Writes/reads clean well-documented custom code and updates, as needed; updates and develops custom database driven websites to meet special needs of clients as well as company
- Ensures visual and design integrity of websites
- Maintains continual awareness of new media applications and principles and applies those applications and principles to current and new projects
- Undertakes special projects in support of various clients
- Technical expertise in converting a site to a new platform
- Assists the Web Content Editors in the maintenance and development of website content
- Other duties as assigned

Education/Training

Bachelor's degree and/or certification/coursework in Web Development, Computer Science or related field, required

Experience

- Strong understanding of PHP, MySQL, HTML, CSS, Git
- Three to five years' experience in website management, development, and creating custom websites
- Experience in object-oriented programming and customizing WordPress themes preferred
- Working knowledge of: XML, Javascript, Sharepoint, Google Ad Words, Microsoft Outlook, Word, Excel, PowerPoint, api's, asp, asp.net, Adobe Creative Suite (CS4 or later) including Dreamweaver, MS Visual Studio, VB.NET or C#, 508 compliance, DNS management, WordPress, Blogspot, GoogleAnalytics, Social Media

Special Requirements

- Strong grasp of recent trends in website development and technology
- Ability to handle multiple tasks simultaneously and meet short deadlines
- Great attention to detail
- Ability to articulate technical concepts through everyday language in all communications with others
- Ability to work independently with little supervision

- May require some evening/weekend work
- Written and spoken command of the English language

Essential Physical Requirements

Sufficient mobility and strength to move about the facility. Ability to be mobile throughout the community.

<input type="radio"/> Light lifting (<20 lbs.)	<input type="radio"/> Sitting (for sustained periods of time)	<input type="radio"/> Driving
<input type="radio"/> Moderate lifting (20-50 lbs.)	<input type="radio"/> Walking (moving about on foot to accomplish tasks)	<input type="radio"/> Hearing
<input type="radio"/> Heavy lifting (>50 lbs.)	<input type="radio"/> Repetitive motion (sustained movements/motions of the wrists, hand and/or fingers)	<input type="radio"/> Mental requirements, specify: conversing, researching, analyzing, reporting, calculating, writing, coordinating, etc.
<input type="radio"/> Standing	<input type="radio"/> Bending	<input type="radio"/> Exposed to hazards, specify:
<input type="radio"/> Reaching (extending hand(s) and arm(s) in any direction)	<input type="radio"/> Pushing/pulling	<input type="radio"/> Others, specify:

C = constant (> 50%) **F** = frequent (25%-50%) **O** = occasional (1%-25%) **N**= never (0%)

- ☐ I am able to perform all functions of the job as explained on the job description. At this time I do not require any special accommodation's to perform the essential functions of this job.
- ☐ I am unable to perform the functions of this job and will need to request a reasonable accommodation with Human Resources.

Effective Date ____/____/____

Print Name_____

Approval Signatures

Employee	Date
Supervisor	Date
Department Manager	Date
COO/CFO	Date
Human Resources	Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.