


Junior Web Developer

MarCom

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Posted: November 8, 2016

Full-Time

Austin, TX, United States

ESSENTIAL DUTIES AND RESPONSIBILITIES

Relative Weight (in %; all functions' total should = 100%)	Essential Function Description
50%	Web Development and Maintenance <ul style="list-style-type: none">Assists in design and development of websites, mobile/tablet applications, and digital marketing initiatives.Assists in maintaining public websites, back end applications, databases, web-based resources as related to marketing.Consults the Sr. Web Developer to ensure all code is carefully documented and structured following commenting procedures. Adheres to principles of information architecture, best practices and guidelines for accessible Web design.Works with third parties such as web hosting, outside web development/design agencies, and online banking partners.Conducts user acceptance testing, as appropriate.
30%	Strategy, Research and Planning <ul style="list-style-type: none">Participates in MarCom planning in order to fully utilize the capabilities of virtual channels within the context of the member experience, promotions, and other key initiatives.Collaborates with the Sr. Web Developer and Digital Marketing Manager and other MarCom staff to ensure all deliverables are deployed to the online channels in a timely manner.Keeps informed about and observes Internet security technologies, consumer protection laws, current credit union policy and procedures, and other credit union issues. Reports any potential violations to Digital Marketing Manager immediately.
20%	Monitoring and Tracking <ul style="list-style-type: none">Maintains archives of web materials, changes and updates to ensure that compliance requirements are met.Logs and implements change requests, as appropriate. Keeps staff informed of the status of their requests or other changes.Acts as a technical resource to troubleshoot escalated issues for credit union staff with regard to home page.Reviews search engine optimization strategies, where appropriate.Monitors performance and traffic of applications and web sites after implementation, taking action as required to scale site capacity to meet performance demands.
N/A	<ul style="list-style-type: none">Performs other duties as assigned.Adhere to all company policies, procedures and business ethics codes.Maintain strict adherence and compliance to all laws, rules, regulations, policies, procedures and internal controls specific to your role.

QUALIFICATIONS

Education	<ul style="list-style-type: none">Education or professional training in web design/development. Bachelor's Degree is preferred for this role; however candidates with commensurate experience or extensive college-level coursework will be considered.
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Experience	<ul style="list-style-type: none">• Ability to hand-code HTML/CSS, JavaScript.• Knowledge of programming languages such as NET• Knowledge of relational databases such as MS SQL or MySQL.• Knowledge of content management systems such as Sitefinity.• Ability to work well under pressure, manage multiple projects and meet deadlines. This is a fast-paced position technical in nature but also service-oriented.• Demonstrated problem solving ability using methodical reasoning and the ability to communicate effectively with all levels of staff.• Ability and willingness to accommodate a flexible schedule; and to be on-call in the evening and on weekends, as business needs dictate.
Specialized Knowledge, Licenses, Certifications, etc.	<ul style="list-style-type: none">• Demonstrated excellence in providing superb customer service required.• Proficiency with data processing/computer application skills in Microsoft Office including Word and Excel required.• Strong communication skills (written, verbal, and listening) required.• Must be bondable.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

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