

WEB SITE AND DATABASE DEVELOPER

GENERAL SUMMARY: Under the direction of the Supervisor of Information Systems, coordinates and executes a variety of tasks related to the development, implementation, maintenance, integration, and use of District websites, databases and application software systems.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Develops specifications, enhancements and system designs for District websites and databases (both standalone and networked), electronic data transfers, and information exchange for internal and external use, consulting with customers to determine what is needed.
- Maintains District websites and works with staff to ensure that accurate, timely information is available on websites.
- Supports, maintains and manages assigned District application software systems for staff.
- Programs, implements, supports, and manages District websites and web-integrated databases.
- Works to resolve software and hardware problems related to supported applications and web servers. Assists in the implementation, maintenance, and support of web and data servers.
- Provides support to District and constituent district/school personnel through demonstration, teaching and coaching for hardware and software systems supported by the District.
- Sets up, facilitates and/or delivers training and demonstrations on website and application software packages. Monitors and evaluates the training and demonstrations by assessing the value of the event for the participants.
- Performs other duties as assigned by the Supervisor of Information Systems.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Bachelors degree in technology or related field, with emphasis on computer science, networking, project management, databases, communications, security, server management, and programming systems.
- Demonstrated knowledge of the capabilities, applications and limitations of technology and expertise in the operation and use of technology.
- Nineteen through twenty four months of progressively more responsible experience in the use of technology, systems and database design, programming and networking. Excellent relational database design and maintenance, knowledge and skills are essential.
- Strong interpersonal and boundary skills with the ability to communicate effectively both orally and in writing on a one-to-one basis and with groups at all levels of the organization. Able to listen and draw out necessary information from customers.
- Demonstrated knowledge of various programming languages and application software, including, but not limited to HTML, PHP, DreamWeaver, MS Access, and SQL as well as application packages.
- Previous successful experiences in training, presenting information to groups and interpreting technical information to others.
- A high level of complex problem solving skills is required due to the technical complexity of the problems. A lack of precedence occasionally necessitates development of creative solutions to problems.
- Demonstrated ability to work independently and as a member of a team to accomplish work goals and objectives. Able to plan, prioritize, and coordinate complex multiple projects in a fast-paced environment.

- Demonstrates principles of continuous learning.
- Demonstrated ability to work with confidential data.
- Excellent customer service skills regarding timeliness of response, meeting established quality standards of practice, and communication.

REPORTING RELATIONSHIP: Reports to the Supervisor of Information Systems

WORK HOURS: 40 hours per week; 52 weeks per year

WORKING CONDITIONS: Normal office environment.

The preceding data is intended to convey information about the job and its responsibilities, and is not an exhaustive list of the skills, efforts, duties, responsibilities and working conditions associated with it.