

# Alameda County Office of Education

**JOB TITLE: Senior Website Analyst** (Range 23, CSEA)

## **JOB SUMMARY:**

The Senior Website Analyst is responsible for planning, construction, and maintenance of both static (HTML), and dynamic (Active Server Pages) websites, working closely with a systems administrator from the infrastructure team, various client departments within ACOE, and ACOE clients (e.g. school district personnel).

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Plans, tracks, designs, develops (codes), tests, and manages assigned web applications using a wide variety of web development server- and client-side technologies.

Plans, tracks, designs, develops, tests, and manages databases for assigned applications

Researches and resolves problems with assigned web applications and any associated databases.

Plans, develops, and performs data conversions to integrate information from various data sources; develops both ad hoc and client- and/or server-side conversion applications.

Plans, develops, and performs security analysis of ACOE websites.

Develops new web sites in accordance with best practices in secure web development; recommends or makes modifications to legacy web site code.

Plans, develops, and maintains project documentation of current and planned projects.

Acts as liaison with other ACOE departments and outside clients in providing web application design, development, and training.

Designs, writes, and updates training material and conducts user training related to web applications.

Researches and evaluates new and emerging trends in web development; makes strategic recommendations to management.

Configures and maintains Apache and MySQL servers and the source code repository.

Designs performance and monitoring criteria, and monitors use and performance of website features, content, and services.

Performs related duties as required.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **ABILITY TO**

Design, develop, maintain, and repair web sites.

Design and maintain complex database systems.

Use common programmer development environment software with a high degree of proficiency (e.g. Visual Interdev, Homesite, or Dreamweaver).

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Administer source code repository.  
Use common graphics preparation software (e.g. Fireworks or Photoshop).  
Design and prepare user guides and instructions.  
Design and conduct training on system use.  
Prepare and deliver technical presentations.  
Facilitate needs assessment meetings.  
Prioritize and schedule work (own and others).  
Meet schedules and timelines.  
Plan, coordinate, and document projects.  
Represent the department at meetings.  
Establish and maintain effective departmental and client relationships.  
Communicate clearly (both written and oral).

### **KNOWLEDGE OF**

ASP, ASP.NET, PHP, VBScript, JavaScript, Ruby, Perl, and Regular Expressions.  
Microsoft SQL Server, Microsoft Access, Microsoft Excel, My SQL, SQLite.  
Software engineering principles and practices.  
Database design and performance optimization techniques.  
SQL query design, including complex cross-table joins.  
Server-side scripting techniques (ASP/VBS) as well as client-side scripting (JavaScript).  
Effective interpersonal skills.

### **EDUCATION and/or EXPERIENCE**

Associates degree in Computer Science, Management Information Systems, or equivalent; and a total of five (5) years website and internet application development work experience; or an equivalent combination of education and experience. Specific experience must include a minimum of:

- Three (3) years of programming experience with website development experience, including HTML, and JavaScript; and
- Two (2) years of Internet application development (CGI programming) and project management, using Visual Basic Script, SQL Server, Active Server Pages (ASP), Microsoft Access.

**Desirable Qualifications:** Knowledge of other web and multimedia technologies such as XML, DHTML, Real Media, Quick Time, and Flash, FileMaker Pro, or equivalent software; experience in K-12 educational environment.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

None.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of professionals and officials.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts as they apply to systems analysis and design.

### **REASONING ABILITY**

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Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee frequently works with a video display terminal for prolonged periods. The employee may be required to use personal vehicle in the course of employment, and may be required to attend evening meetings and travel. The noise level in the work environment is usually moderate.

**Approved By:** Personnel Commission  
**Approved Date:** January 15, 2009