

## Alameda County Office of Education

**JOB TITLE:** Website Developer (Range 19 CSEA)

**JOB SUMMARY:**

Performs administration and maintenance of database Internet web sites for ACOE and other users.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Designs, develops, and monitors database driven Internet web sites.

Integrates technology and project requirements into design strategies.

Designs and produces user interfaces, page navigation structures, and graphics.

Participates in project needs assessments, ideation, and development.

Acts as a technical resource to school districts and clients.

Researches, analyzes, develops, and deploys new web page technologies.

Checks web sites for accuracy and for security.

Provides technical client support and trains clients in web design.

Provides reports of web site activity to clients.

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, and maintain web sites.

Create functional and visually pleasing navigation systems for web pages.

Troubleshoot and improve web pages.

Use advanced Internet programming and application technologies.

Envision overall web site structure based on client goals and needs.

Train others and provide consultation and technical expertise to clients.

Apply internet technologies to solve client needs.

Compose, edit, and proofread text for web pages.

Create, compress, and edit graphics and images.

Prioritize and schedule work.

Meet schedules and time lines.

Plan, coordinate, and document projects.

Represent the department at meetings.

Establish and maintain effective relationships.

Operate a computer and related software.

Prepare and maintain records and files.

**KNOWLEDGE OF**

Principles and practices of web programming, web graphics, and multimedia.  
Website design technologies, software, and programming languages.  
Standards-based and cross-browser web development.  
Principles and practices of relational databases.  
Online text-based and graphical interfaces.  
Principles and practices of project management and documentation.  
Web hosting, domains, and internet services.  
Website optimization principles and practices.  
Copyright laws.  
Graphic design and layout.  
Goals, policies, and objectives of user web site development.  
Interpersonal skills.  
Department operations and policies.  
ACOE policies and practices, programs and services.

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

High school diploma or general education degree (GED); two years HTML programming and JavaScript experience; or equivalent combination of education and experience. Degree in Graphic Design, Communications, or English is highly preferred.

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

Valid California drivers license.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

### **MATHEMATICAL SKILLS**

Ability to apply mathematical concepts related to web site administration.

### **REASONING ABILITY**

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 furnished 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 use hands to finger, handle, or feel. The employee frequently is required to sit and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 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 noise level in the work environment is usually quiet.

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