

RANGE N05

**JTC NO. TWS
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Web Programmer/Analyst

DATE PREPARED: Fall 2005

DATE REVISED: Fall 2012; Spring 2013; Fall 2013; Spring 2015; Spring 2017

GENERAL SUMMARY:

Responsible for the analysis, design, coding, development, testing, documentation and implementation of web-based applications to support the management of the District's website operation. Works with project teams, designers, content developers and manager of the Content Management System to enable website accessibility, ease of use and functionality. Act as a technical resource person.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Responsible for but not limited to, developing and maintaining underlying the district's Content Management System architecture and site taxonomy, integrating legacy Web system and developing and maintaining new enterprise Web Applications.
- Creates, builds, and maintains templates and navigation structures for web developers to use.
- Creates, builds, and maintains various databases that support various web site data submissions capability.
- Assists in the installation of patches and hardware upgrades and develops and documents web based materials; assists in the training of such materials and services to college employees.
- Write documentation in defined standards.
- Researches, tests, evaluates, and works with hardware and software for web development purposes
- Performs systems administration and routine maintenance on website servers, including software.
- Work collaboratively in multi team, consensus environment with customer/end user focus.
- Troubleshoots across multiple browsers and platforms.
- Performs other duties as assigned.

Web Programmer/Analyst
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REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

May be required to lift and move materials and equipment weighing up to 50 pounds.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Bachelor's degree or higher plus one year experience in the technical support of a web server and/or developing transaction-based web applications using an interpreted or script programming language (e.g., .NET, ColdFusion, ASP, Visual Basic) **or** Associate's degree plus three years' experience in the technical support of a web server and/or developing transaction-based web applications using an interpreted or script programming language (e.g., .NET, ColdFusion, ASP, Visual Basic) **or** graduation from high school or equivalent plus five years' experience in the technical support of a web server and/or developing transaction-based web applications using an interpreted or script programming language (e.g., .NET, ColdFusion, ASP, Visual Basic) (a combination of relevant college course work/training plus a minimum of two years of relevant experience may be used to total six years experience.) Experience with database driven Web site design and construction. Experience with SQL, Access, Java Script and/or UniData in a web based environment. Working knowledge of one or more types of web servers (e.g., Microsoft Internet Information Server, Netscape Enterprise Server, and Novell web server). Working knowledge of HTML, Web servers, and Internet technology. Excellent presentation skills. Ability to communicate effectively with individuals from diverse backgrounds. Strong knowledge and experience providing effective customer service. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

msv/ccp-9/05; rje
revised: 07/07/09-cco
revised: 09/2012 – emm
revised: 03-2013 – emm
revised: 09/2013 – emm
revised: 04/2015 – emm
revised: 1/2017 - emm
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