MT. SAN ANTONIO COLLEGE
JOB DESCRIPTION

Job Title:	Web Developer	Range:	A-79
Date Revised:	1/12/04	Date Approved:	

PRIMARY PURPOSE

Under the general supervision of the Director of Public Information, the Web Developer will help develop interactive web pages for academic and administrative departments, design interactive online forms, databases, and web page templates. The Web Developer may support administrative web pages as well as faculty and staff web pages, and may assist with web development needs across the campus as necessary.

ESSENTIAL FUNCTIONS
Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Updates existing web pages as needed to remain current and relevant
2.	Develops interactive online forms
3.	Develops interactive web pages as needed
4.	Provides web-related technical support to faculty and staff
5.	Develops web pages according to specifications provided by faculty or staff
6.	Designs and develops interactive template pages as needed
7.	Coordinates projects with Webmaster through various steps of the design process
8.	Maintains project management log of assigned projects
9.	Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner
10.	Performs related duties as assigned

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Web Developer maintains frequent contact with faculty, staff, students, various departments, the community and outside agencies.

EDUCATION AND EXPERIENCE

High school diploma; two years of college coursework and/or experience in computer science; office information systems (i.e., Microsoft Word, Excel, Access).

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:
- JavaScript, PHP, MySQL, ASP, Frontpage Extensions
- Web development Process
- Code-level HTML tag and W3C Specifications
- Content development, user interface design, and navigation
- HTML editors such as DreamWeaver, HoTMetaL Pro, Homesite, and FrontPage

Skills and Abilities to:
- Explain visual design concepts to non-designers
- Communicate effectively both orally and in writing
- Work well with faculty and staff at all levels
- Maintain routine records
- Work equally well independently or as part of a project team
- Develop interactive web pages
- Write JavaScript
- Work with a diverse clientele
- Macromedial Flash, Directory, Adobe LiveMotion, Premiere, After Effects
- Good interpersonal skills
- Skill in troubleshooting and debugging programs; programming; database management; JavaScript
- Customer services skills
- Excellent problem solving skills
- Plan, organize and prioritize work
- Meet schedules and time lines
- Understand scope of authority in making independent decisions
- Review situation accurately and determine appropriate action according to established guidelines
- Establish and maintain effective working relationships with others

WORKING CONDITIONS:
College office environment; may be subject to sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities ability to lift up to 50 pounds.