

**DONA ANA COUNTY  
JOB DESCRIPTION**

<b>POSITION TITLE:</b> IT Web Developer	<b>PAY GRADE:</b> 17	
<b>DEPARTMENT:</b> Information Technology	<b>FLSA:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
<b>REPORTS TO:</b> IT E-Government Manager	<b>LEAD:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>BARGAINING UNIT:</b> N/A	<b>SUPERVISOR:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>APPROVED:</b>  _____ Department Head		7-14-2011 _____ Date
 _____ Human Resources Director		7/14/11 _____ Date

**I. PURPOSE SUMMARY.** Develop, maintain, and implement Web applications and content for Dona Ana County's website and intranet.

**II. ESSENTIAL DUTIES.**

1. Perform routine system, content and web application maintenance for the county's public site as well as the employee intranet.
2. Design Web applications, programming, implementation, documentation, monitoring, upgrading, troubleshooting, and training.
3. Provide technical support for and assistance to county departments on website content and applications.
4. Keep current with trends and technology shifts relative to web development.
5. Analyze and recommend security measures to protect county Internet servers and client information.

**III. ADDITIONAL DUTIES.**

1. Know and abide by all department and county policies and procedures.
2. Perform other computer-related duties as assigned.

**IV. QUALIFICATIONS.**

**A. Education.** Bachelor's degree in computer science, information technology, mathematics, management information systems, engineering, statistics, technology management, or a degree that provided a minimum of 24 semester hours in web design and development (including programming of dynamic data-driven sites).

**B. Experience.**

**C. Education/Experience substitution.** In accordance with County policy.

**D. Licenses/Certifications.** N/A

**E. Other.** Must pass background check.

**1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:**

Knowledge of client hardware and software configurations, as well as Unix/Linux server environments and web server software such as Apache.

Knowledge of commonly used protocols such as HTTP, HTTPS, FTP, SSH and SMTP. Employee must have experience with client side scripting (JavaScript) and server side programming with PHP.

Knowledge of XML, AJAX, and SOAP programming techniques is helpful.

Knowledge of content management systems such as Drupal or Joomla. Must be familiar with IP routing technologies, firewalls, proxies, caching, port forwarding and Domain Name Service resolution and how these technologies impact web applications and web servers.

Knowledge of images, vector graphics and processing software such as Photoshop.

Must be able to create web pages utilizing XHTML and Cascading Style Sheets. Must have the ability to connect web servers/applications to various databases, query data, and publish content. Must be able to communicate effectively, both orally and in writing, and maintain cooperative working relationships with others.

**2. FREEDOM TO ACT.**

Assignments are made by defining objectives, priorities and deadlines. The position handles problems and deviations in accordance with instructions, policies, previous training or accepted practices. Work is reviewed for conformity to policy and requirements.

**3. GUIDELINES AND JUDGMENT.**

Guidelines are available but have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines.

**4. PHYSICAL DEMANDS.**

The work is sedentary. Typically, the employee sits comfortably to do the work. There may be some walking, standing, bending, carrying of light items.

**5. WORK ENVIRONMENT.**

The work area is adequately lighted, heated, and ventilated. The work environment involves everyday risks or discomforts that require normal safety precautions.

**6. SUPERVISORY RESPONSIBILITY.**

None. The position is responsible for own work.

**POSITION NUMBER:**

**EMPLOYEE NAME:**

**EMPLOYEE NUMBER:**

**V. EMPLOYEE ACKNOWLEDGEMENT:**

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by:

\_\_\_\_\_  
*Employee*

\_\_\_\_\_  
*Date*