

Position Title	Web Services Specialist		
Working Title			
FLSA Status	Eligible	Payroll Code	
Salary Band	A4	Revised	Dec 2020

**General Purpose**

Under limited supervision, uses a variety of web-oriented coding and plug-ins to update and support the District’s public-facing websites and web-based applications; Integrates, configures, and troubleshoots vendor provided APIs (Application Programming Interface) and other code on District’s websites and web-based applications.

**Illustrative Examples of Duties and Responsibilities**

Under the direction of the Digital Services Manager, configures, supports, and updates the public website pages and functionality.

Uses vendor supplied APIs, scripting languages and web-oriented programming languages to integrate and support functionality into District websites and platforms.

Manages and ensures that the District website software and platforms are up to date.

Provides technical advice, recommendations, analytics, and support to Web Team.

Evaluates and recommends new web technologies and provides internal technical support for new web-based technology initiatives.

Develops or validates test routines to ensure that delivered code meets the provided use case and is compatible for a wide variety of devices and browsers.

Creates and tests applications for District public-facing websites.

Analyzes website problems found in the tests and solves the problems; may collaborate with other staff as required.

Configures web analytics and creates customized analytical reports on website use using a variety of systems and tools.

Coordinates with identified staff to ensure website functionality and consistency of user experience across web-based platforms.

Reviews and evaluates software products related to web service delivery.

Provides consultation to members of the Web Team as needed.

Performs multi-device testing and investigation of websites from various functional perspectives.

Develops, implements, and maintains web-based forms and reports for internal and external use.

Performs other related duties as assigned.

**Supervision**

Reports to:	Digital Services Manager
Supervises:	n/a

### Minimum Qualifications

Required	Bachelor's degree in Computer Science or related field
	Two years' experience designing, developing, and testing websites or web applications
	Two years' experience with HTML, CSS, JavaScript, and JavaScript framework
	One year of experience developing WordPress sites, themes, and plugins
Preferred	Experience with an Integrated Library System (ILS)
	Experience with web analytics
	Experience with mobile/responsive design

The District may accept an equivalent combination of education and experience in lieu of the above requirements.

### Necessary Knowledge, Skills & Abilities

Knowledge of	Modern Web Application design principles
	Custom development of WordPress themes and plugins
	WordPress site administration
	Web analytics
	Computer operations in a networked environment
Skill in	Writing clean, readable, and well-documented code using W3C standards and best practices
	Interpreting complex technical concepts to non-technical staff
Ability to	Develop and test mobile-friendly, web-based solutions with minimal supervision
	Conduct code reviews to ensure coding standards, best practices, and avoid potential performance issues.
	Administer WordPress websites
	Effectively operate, troubleshoot, and assist in finding solutions to platform and web-based
	Read and interpret technical documents, operating, and procedures manuals
	Communicate effectively with staff and others, both orally and in writing
	Consistently demonstrate effective customer service behavior(s).
	Interact in a professional and respectful manner with District staff, vendors and the public.
	Maintain confidentiality of customer information.
	Establish and maintain effective working relationships in a team environment.
	Use initiative, problem-solving skills, and sound judgment.
Work quickly and accurately; follow directions; meet deadlines.	

### Work Environment

Work is performed primarily in an office environment. The noise level is usually quiet to moderate. This position is eligible for remote work.

### Physical Demands

An individual performing the duties in this position may be required to stand, walk, stoop, kneel, reach, bend, and/or crouch; lift, carry and/or grasp up to 40 pounds and/or push and/or pull objects weighing 50-100 pounds on a wheeled cart or hand truck. May occasionally be required to push and/or pull objects weighing up to 200 pounds on a wheeled cart.

**Special Requirements**

Background check required per policy.
Must have valid driver's license and required mandatory insurance when operating a privately owned vehicle for business purposes.
Must be able to travel to various locations to perform work, and/or attend work-related meetings, workshops, or conferences.

*The duties listed are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*