

## WEBSITE DEVELOPER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for the creation, design, and maintenance of internet and intranet websites and web applications using current web technologies. The incumbent manages website content ensuring that all information is accurate and accessible to promote agency programs and services. The incumbent provides training to staff on matters pertaining to websites and web applications and is expected to exercise independent judgment and initiative. Supervision may be exercised over technical and/or clerical support staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Implements web technologies and user design principles (UX) to create layouts for websites and web applications that are easy to use and visually appealing;

Maintains and updates websites and web applications for ease of navigation and to ensure that all content is current and accurate;

Configures and monitors websites and web applications to ensure that they are accessible to all users and that the content is secure;

Troubleshoots website and web application issues as necessary;

Confers with staff to define content and feature needs for websites and web applications;

Creates and updates project plans and documentation related to websites and web applications;

Works with vendors and contractors regarding maintenance and enhancements to websites and web applications;

Provides on-site coordination and support for contractors performing technical duties related to websites and web applications;

Monitors website and web application usage via analytics packages;

Prepares reports of website traffic, website accounts/logons, click tracking, emails that are opened / delivered, and other content related to the web applications;

Provides training to staff on website and web application content or development;

Evaluates new web trends and technologies and makes recommendations to supervisor for adoption and integration;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of website and website application design and creation; thorough knowledge of principles, methods, and techniques of website and application programming and analysis; good knowledge of C#, .NET, HTML, CSS, SQL, JavaScript, Photoshop, Illustrator, model-view-controller and web browsers; good knowledge of the use and operation of computers and related peripheral equipment; good knowledge of current search engines and Web management tools; good knowledge of systems analysis, as applicable to Web programming, Web servers and security policies including firewalls and proxy servers; skill in website application development including visual design; ability to diagnose complex technical problems and develop solutions; ability to establish satisfactory working relationships with employees, department heads, agencies and the general public; ability to understand and follow oral and written instructions; ability to express oneself clearly and concisely, both orally and in writing; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* in Web Design & Web Application Development or a closely related field and two (2) years of work experience where the primary function was website administration which must have included the design and development of websites and web applications.

SUBSTITUTION: Certification from a CIW (Certified Internet Web Professional) web training program in Web Foundations, Web and Mobile Design, Web Development, or Web Security may be substituted for one (1) year of the required work experience described above.

SPECIAL REQUIREMENT: At time of appointment, possession of a valid license, appropriate for the vehicle to be operated and issued by the New York State Department of Motor Vehicles. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:  
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns, Villages  
Cities of Rye and Peekskill  
School Districts  
J.C.: Competitive  
FAA9  
1a

Job Class Code: S1006