

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB413 Web Developer I
POSITION #/TITLE: 2519, 2520 Web Developer I	Adopted: 02-08
	Revised: 10-12

POSITION DESCRIPTION

Dept: Information Technology	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 10
Reports To Position #/Job Code #/JC Title: 2493/NB387/Enterprise Application Solution Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Light	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment, knowledge test, skills test
Personal Protective Equipment: None	

General Statement of Duties

Develops and manages City’s website, including hardware and software solutions. Maintains and coordinates development of the city’s website, firewall, and server, and assists all other city departments/divisions in performing website related duties as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgement and initiative.

Examples of Essential Work (Illustrative Only)

Provides recommendations and implements web standards, design and deployment tools and the overall look and feel of the City’s website;
Analyzes, designs, develops, and documents web applications using website development tools and database techniques;
Performs coding, debugging and testing on various team projects;
Works in conjunction with the Operations section for server builds, other application design and development members such as programmers, analyst and database analysts for the purposes of creating solutions for the City;
Performs hardware installation and configuration, detailed analysis, management reviews, policy reviews, repair and maintenance of all web related products as assigned;
Interprets and aides in the design of detailed project specifications;
Serves as project or technical lead for web development projects;
Performs unit and system level testing;
Analyzes projects and provides realistic time and resource requirements;
Provides creative vision and implementation of web-based applications;
Performs random security audits, in conjunction with Information Security section, of all City web assets and may escalate findings to the Information Security Manager for consideration of further investigation;

Assists in development practices of all web-related software including but not limited to internal and external applications such as COTS, APPS, Databases, Documents, Forms, and any other intangible asset operating, connecting to or protecting City Information Technology assets;
Troubleshoots all problem areas associated with the City website;
Installs computer hardware components and all relevant software and hardware as needed;
Maintains all appropriate records on departmental computer operations and web development activities;
Trains and assists other employees in the use of the various computer applications and troubleshoots operational problems as requested;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Good knowledge of software, hardware and computer operating systems (specifically Microsoft Windows XP Workstation and Microsoft Office Professional);
Good knowledge of all phases of the web development life cycle, as well as excellent understanding of how to translate customer needs and business strategies into well formed and documented Web Applications;
Good knowledge of the functions and operations of the Information Technology Division;
Good knowledge in security risk assessment and mitigation;
Good knowledgeable of web-related security issues (XSS, Cross zone, SQL injection, etc.);
Good understanding of the full Software Development Lifecycle (SDLC);
Good knowledge of business and workflow process understanding;
Good knowledge of financial acumen and risk-based decision making;
Ability to train others in the use of computer operations and software applications;
Ability to install new computers, hardware and software;
Ability to recognize departmental needs and design automated data systems;
Ability to prioritize and manage multiple tasks;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with an Associate's Degree in Information Services, Computer Science with emphasis on web development applications, or a closely related field, with a Bachelor's Degree preferred; and
Technical Skills Set Requirements: ASP.NET (2.0, 3.0 & 3.5) using VB, & C#, ASP, AJAX, XML/XSLT, Advanced JavaScript, DHTML, Photoshop, Cascading Style Sheets, SQL Server 2005 (T-SQL, PL/SQL, SSiS, Stored Procedures) & Visual Source Safe with considerable experience with .NET 2.0, experience with the 3.5 framework and experience w/SQL Server 2005; and
Some experience in Dreamweaver or suitable equivalent, ASP.NET, AJAX, PHP, XML, IIS, SQL and JavaScript, ODBC connectivity and Visual Studio.NET; or
Any equivalent combination of experience, training and certification which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Driver's License.

May be required to obtain Iowa NCIC certification based on work assignment.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:

Clarity of speech and hearing which permits the employee to communicate effectively;

Sufficient vision which permits the employee to operate equipment and tools;

Sufficient manual dexterity which permits the employee to operate equipment;

Sufficient personal mobility which permits the employee to visit various and other work stations in the City.