

JOB TITLE  
WEB ARCHITECT

DIVISION  
ADMINISTRATION

REPORTS TO  
ASSISTANT DIRECTOR  
SYSTEMS DEVELOPMENT

SALARY SCHEDULE & GRADE  
I I, GRADE 8

LENGTH OF WORK YEAR  
260 DAYS

DATE  
OCTOBER 24, 2005

SCOPE OF RESPONSIBILITIES

Develops and expands the operations end of the district's Web sites and maintains operation. Designs, builds, and implements new Web pages and sites; integrates sites with back end applications; migrates legacy applications to the Web; and performs day-to-day administration of the district's Web portfolio.

PERFORMANCE RESPONSIBILITIES

1. Participates in setting organizational Web development strategy.
2. Develops and communicates Web site usage and security policies and standards to all users.
3. Defines Web site architecture and overall site structure.
4. Installs and configures HTTP servers and associated operating systems, and establishes appropriate server directory trees.
5. Identifies, recommends, and prioritizes new Web features and applications in conjunction with district leaders and department managers.
6. Develops, codes, installs, tests, debugs, and documents Web applications using appropriate editors.
7. Establishes policies and procedures for publishing Web pages and applications in conjunction with content creators.
8. Diagnoses and troubleshoots problems with existing Web applications and sites.
9. Works with database administrator to design, develop, and update databases as they relate to Web applications.
10. Performs other duties as assigned by the Assistant Development Systems Development.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in related field
2. Three (3) years experience with application development methodologies and Internet programming languages
3. Comprehensive experience with structuring, developing, and implementing interactive corporate Web sites
4. Proven experience in installing, upgrading, and maintaining Web servers and associated operating systems

DESIRABLE QUALIFICATIONS

1. Master's degree with computer specialization
2. Experience in project management

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