



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Web Developer – Senior Program/Analyst</u>	NEW: <u>X</u>	REVISED: _____
	<small>(Please check one)</small>	
REPORTS TO: <u>Director, Information Technology</u>	FLSA: <u>Exempt</u>	DATE: <u>01/16</u>
DEPARTMENT: <u>Information Technology</u>		JOB CODE: <u>202</u>

DEFINITIONS:

With general supervision, installs, configures and maintains the Boone County Web, and updates, maintains and creates new content for the website.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Installs, configures and maintains the web server hardware and software; troubleshoot and resolve problems with the website; track failure patterns; research technological change to stay current; develop internal tools to improve designs; recommend hardware and software changes to enhance service on the web; program various databases to interface with the web.

Update and enhance the content of the County’s website; consult with county officials and users to identify site design and implementation issues; design and redesign the web pages to improve service; update and add content to provide additional and current information to users; work with the press and outside groups to market services available over the internet.

Identify issues related to serving the public over the internet; formulate, advise and assist County officials in the development of policies related to web use.

Track and monitor online use; report on use and problems encountered; prepare special reports for the web, such as elections results.

KNOWLEDGE AND SKILL:

- 1. Considerable knowledge of computers and communications systems.
- 2. Considerable knowledge of personal computer hardware and software, and computer networks.
- 3. Good knowledge of Boone County policies and procedures.
- 4. Skill in programming in Visual Basic, VB Script, HTML, DHTML, ASP and XML.
- 5. Skill in planning, organizing and managing projects.
- 6. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public.

MINIMUM QUALIFICATIONS:

Technical degree in computer science or a related field and three years experience in operation and maintenance of personal computers and computer networks.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)