Dallas County
Community College District
50 YEARS

Job Description

Job Title: Web Developer/Programmer II   **JTC: TXB**

Salary Range: N05   **FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for providing advanced and complex analysis, design, coding, development, testing, debugging, deployment, documentation and implementation of web- based applications to support the management of the location's website operation and presence.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Must have knowledge of web design applications such as Photoshop, Illustrator, Dreamweaver, Flash, and/or InDesign. Advance knowledge of software life cycles, Cascading Style Sheets, HTML, XHTML, CSS, and/or JavaScript, web applications such as ASP, PHP, XSL, ColdFusion, SQL, web programming applications such as C, C++, C#, Visual Basic, Java, Phyton, VBA, OOD&P, .NET. Able to create well-designed, tested code using best practices for website development.

Excellent database experience and knowledge. Intermediate editing and writing skills basic knowledge of user-centered design and usability. Knowledge of Americans with Disabilities Act (ADA) and World Wide Web Consortium (W3C) Standards Compliance. Ability to work with colleagues and clients. Excellent presentation skills. Must be creative and possess excellent design and conceptual skills.

Able to work with colleagues and clients to complete projects. Able to develop project plans for application updates; create timelines to meet departmental deadlines and goals, recommend technical improvements and implement modifications to websites and applications

Highly skilled, detail-oriented developer well-versed in object-oriented programming and best practices with the ability to re-architect, code, test, and debug existing applications and learn new technologies. Ability to multitask and adapt to changing priorities and new technologies.

Oral and written communication skills in order to support interaction with individuals from varying backgrounds. Strong knowledge and experience providing effective customer service.   Ability to manage complex tasks independently and provide time estimates for development work.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 20 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate's degree plus three (3) years of experience. Ability to work extended hours beyond the regular 8:00 a.m. – 5:00 p.m. workday during heavy registration peak times. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the creation and/or maintenance of web pages. Determines project scope and specifications; responsible for taking user requirements and specifications and determining layout, navigation, visual style, and flow.

Responsible for creating utility scripts in order to automate tasks on web site.   Serves as a technical resource, document work processes, ensures quality assurance and standardization. Creates, builds, and maintains templates and navigation structures for web developers to use. Write documentation in defined standards; design data and software diagrams before coding.

Work collaboratively in multi team, consensus environment with customer/end user focus. Tracks status of work orders during development. Responsible for but not limited to, developing and maintaining underlying the district's Content Management System architecture and site taxonomy, integrating legacy Web system and developing and maintaining new enterprise Web Applications.

Coordinates to provide web interface to various databases; creates, builds, and maintains various databases that supports various web site data submissions capability. Troubleshoots across multiple browsers and platforms. Researches, tests, evaluate, and work with hardware and software for web development purposes. Perform systems administration and routine maintenance on website servers, including software.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provides excellent customer service.

Performs related duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.