

**Third Judicial Circuit of Michigan
Office of Human Resources**

Classification Code: 400-003

Date Issued: 1/12/2016

TITLE: Web Developer

SUMMARY:

Under the supervision of the Project Leader designs, creates, and modifies Court Web sites. Analyzes user needs to implement Web site content, graphics, performance, and capacity. May integrate Web sites with other computer applications. May convert written, graphic, audio, and video components to compatible Web formats by using software designed to facilitate the creation of Web and multimedia content.

ESSENTIAL FUNCTIONS:

1. Designs, builds, and/or maintains Court web sites, using authoring or scripting languages, content creation tools, management tools, and digital media.
2. Performs or directs web site updates.
3. Writes, designs, or edits web page content, or directs others producing content.
4. Confers with management or development teams to prioritize needs, resolve conflicts, develop content criteria, or choose solutions.
5. Identifies problems uncovered by testing or customer feedback, and corrects problems or refers problems to appropriate personnel for correction.
6. Evaluates codes to ensure that they are valid, properly structured, meet industry standards and are compatible with browsers, devices, or operating systems.
7. Maintains understanding of current web technologies or programming practices through continuing education, reading, or participation in professional conferences, workshops, or groups.
8. Analyzes user needs to determine technical requirements.
9. Develops or validates test routines and schedules to ensure that test cases mimic external interfaces and address all browser and device types.
10. Writes computer programs for various purposes.
11. Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of computer hardware and software, including applications and programming.
- Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- Knowledge of design techniques, tools, and principals involved in production of precision technical plans, blueprints, drawings, and models.
- Ability to analyze needs and product requirements to create a design.
- Possess effective verbal, written, and interpersonal communication skills.
- Ability to establish and maintain effective working relationships with coworkers, employees, officials, and external contacts.
- Ability to apply general rules to specific problems to produce positive results.
- Ability to manage time effectively.
- Ability to operate office equipment.
- Skill in the identification and resolution of problems and disputes.

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WORK ENVIRONMENT:

Normally a typical Information Technology office environment with minimal exposure to excessive noise or adverse environmental issues.

PHYSICAL REQUIREMENTS:

- Sitting at desk for long periods of time to perform job functions.
- Use hands to manipulate, handle, feel, and control items or equipment.
- Walk, bend, reach, stand and sit.
- Talk, hear, and communicate with clients, co-workers, and others.
- See and be able to read, write, and interpret written documents.

QUALIFICATIONS:

- Bachelor's Degree in Computer Science or Information Technology with a concentration in Web Design or Web Administration from an accredited college or university.
- Minimum of two (2) years of paid experience as a web designer, web developer, or web administrator; including experience with Microsoft Visual Basic, Adobe Systems, Java, JavaScript, HTML programming, and Microsoft ActiveX.

LICENSES, CERTIFICATIONS OR SPECIAL REQUIREMENTS:

- Based on the requirements of the position, candidates considered for placement in this classification will be subject to a Criminal Background Investigation.

The above statements describe the general nature and level of work performed by employees assigned to the class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this description. Specific job duties vary from position to position.

NOTES:

01/12/16

New Title Created