

CLASS TITLE: WEB CONTENT DEVELOPER

PURPOSE OF THE CLASSIFICATION: Under general direction responsible for design, maintenance, and support of web content, and other related assigned duties.

ESSENTIAL TASKS:

- Plans, designs and supports departmental internet and/or web pages, improves and reviews for usefulness
- Keeps web information current, organized, and linked to appropriate page environments and resources
- Utilize computer graphics software to produce illustrations, layouts, and logos to enhance the usability and website aesthetics
- Publish information to departmental internet and/or web pages
- Plans, implements and supports enhancements to the departmental internet and/or web pages
- Advises management on appropriate policies for intranet and internet use by department staff and ensures compliance
- Provides technical assistance and educates staff and management on use of social media, software, and other tools
- Performs project management duties in systems organization, modification and user training related to the intranet/internet
- Analyzes usage statistics and types of services provided to initiate action plans to improve content and quality of service
- Consults with users providing information and problem-solving services
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in computer science, industrial engineering, telecommunications or related field; and two (2) years of progressively responsible experience in industry standard web development languages such as HTML, CSS, SQL, ASP, NET, Visual Basic and C Sharp, Javascript, Java, VBScript, ColdFusion, PHP, Flex, or FTP; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of web technologies, tools, and delivery systems including security, privacy policy practices, and user interfaces; considerable knowledge of image editing and graphic design techniques; comprehensive knowledge of principles, practices, and legal aspects of internet publishing. Ability to recognize, analyze and solve system and software maintenance problems immediately without supervision; ability to communicate effectively both verbally and in writing; ability to demonstrate expert knowledge, use and understanding benefits of various structured programming languages; ability to operate a personal computer, telephone, radio, pager and various electronic testing equipment; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting up to 50 pounds; occasional lifting and carrying up to 50 pounds; occasional pushing and pulling up to 50 pounds; may be subject to sitting, walking, standing, reaching, bending, kneeling, crawling, handling, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

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Class Code: 2613

EEO Code: N-02

Pay Code: AT-32

Group: Clerical and Administrative

Series: Data Processing and Information Services

Effective date: December 5, 2018