<center>**POSITION DESCRIPTION**</center>

Title: Web Developer II

Department: Communications & Information Systems

Job Analysis: April 2021

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

<center>**Relationships**</center>

Reports To: CIS Director, Application and Database Services Manager

Subordinate Staff: None

Internal Contacts: County Commission, County Employees, Elected Officials, etc.

External Contacts: General Public, Vendors, Representative from other Agencies

Status: Classified/ Exempt (S317)

<center>**Job Summary**</center>

Responsible for developing, maintaining, and supporting current and new in-house Web based applications that are used daily by other agencies and departments within Baldwin County Commission. The Web Developer II must have a solid foundation in web development. An understanding of front-end technologies and help update, support and maintain the County's existing website.

Additionally, the Web Developer II is responsible for leading the development and implementing projects while working with other developers throughout the project development life cycle. This position requires a team player with keen eye for detail and problem-solving skills.

<center>**Job Domains**</center>

A. Website Coordination

1. Monitor, update and improve performance of County website.
2. Ensure that the County website and the CRM knowledgebase are properly linked.
3. Possess technical expertise to answer questions about and troubleshoot problems with the County website.
4. Communicate citizen needs to each department and work with personnel in each department to address those needs on County website.
5. Develop and maintain ADOBE fillable forms.

B. Project Management

   1. May be required to develop project plans which will include budget.
   2. Coordinate internal and external resources during implementation of project with emphasis on keeping project on schedule and within budget.
   3. Develop reports and presentations.

C. Project Analysis and Design

   1. Research and determine best solution(s) to meet defined needs.
   2. Perform Web based Application/System design as required.
   3. Provide expert analysis and decisions on functions associated with software and hardware configuration of the system(s).
   4. Ensure industry and departmental standards are enforced pertaining to labeling, naming conventions, methods, and documentation.

D. Web Application Development and Implementation

   1. Perform Web application programming in accordance with design specifications.
   2. Test applications for performance and usability.
   3. Implement applications into production environment.
   4. Create technical and user documentation.
   5. Conduct and/or coordinate user training classes as required.
   6. Perform applications and systems maintenance as required.

E. Systems Administration, Maintenance, and Operations

   1. Develop security plans for systems as required.
   2. Manage server-based software applications and systems as required.
   3. Perform capacity planning and performance monitoring on systems as required.

Knowledge, Skills, and Abilities

1. Thorough knowledge of database design and administration methodologies.
2. Thorough knowledge of systems analysis and design methodologies.
3. Thorough knowledge of Object-Oriented Programming and SOLID methodologies.
4. Thorough knowledge of desktop computer systems and computer peripheral equipment.
5. Good knowledge of computer operating systems and computer networks.
6. Good knowledge of Local and Wide Area data communications.
7. Some knowledge of TCP/IP.
8. Some knowledge of Internet HTTP server setup and administration.
9. Thorough knowledge of project management principles, including budgeting.
10. Ability to apply software and hardware technology to solve user problems and information needs.
11. Ability to plan and organize work in order to set priorities and meet deadlines.

12. Ability to relate highly technical issues and respond to questions at a layman's level of understanding.
13. Ability to communicate effectively, both orally and in writing.
14. Ability to establish and maintain effective working relationships with department heads and other employees.
15. Ability to supervise the work of others.

Other Characteristics

1. Must be willing to travel and stay overnight as required.
2. Must be willing to work nonstandard hours, including weekends and overtime.
3. Must be willing to attend additional training, skills development, and other self-improvement courses as deemed necessary by supervisor.
4. Flexible and willing to accept a change in priorities as necessary.

Minimum Qualifications

1. Should possess Bachelor of Science in Computer Science, Information Systems, Engineering, Business, or other related field, or equivalent Or a combination of education and experience equivalent to these requirements.
2. Three years (3) applicable development experience is required.
3. Working knowledge with basic JavaScript, HTML, jQuery, CSS.
4. Experience C# /.NET, required.
5. Experience in MVC, Bootstrap, required.
6. Experience with Microsoft Visual Studio environment, required.
7. Experience with databases and Object-Relational Mapping, required.
8. Experience with Microsoft SQL Server Database and SSRS, SSIS, required.
9. Experience with Microsoft Internet Information Server (IIS), required.