

## **SANTA CLARA COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: WEB DEVELOPER/ PROGRAMMER**

#### **BASIC FUNCTION:**

Under the direction of the Manager – Web Services and Applications Development, design, develop, analyze, implement and maintain highly complex web-based business applications for the Santa Clara County Office of Education, districts, schools and community; code, test and script programs and databases using web-based interactive technologies; communicate with users and project team members to recommend design options, determine functionality, simulations and programming needed for system requirements.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Develop, design, analyze, implement and maintain complex web-based business application programs using desktop, web based programming languages and tools; communicate with users and project team members to recommend design options, determine functionality, simulations and programming needed for system requirements.

Review program development with clients and modify as necessary; communicate with clients, users and project team to determine functionality, programming needed for recommended design options or to resolve complex problems.

Design and code programs for a clean compile; develop and modify data flowcharts and diagrams, entity relationship diagrams; documents systems design; test and script programs and databases using web-based interactive technologies; develop screen prototypes; prepare detailed design specifications; analyze, develop and test screen processes.

Write enhancements and document production jobs; monitor and schedule production jobs; determine and analyzes operating characteristics and requirements; schedule project reviews status of submitted jobs; analyze and resolve problems as necessary; resubmit jobs as required.

Assist production team test and adjust function, platform independence and user requirements; make modifications for final changes as necessary.

Implement the system; prepare production documentation and instructions; prepare and maintain technical and user system manuals; provide training on new procedures.

Develop solutions for complex requirements using Content Management Systems, Learning Management Systems and technologies or other third party tools and software; code or update common program routines to be shared among programs.

Create test plan and test cases; executes unit test and documents results; assist users to develop and execute system test; provide support to client and resolves problems; debug problem programs; implement new programs.

Create and maintain computer database systems and tables, SQL stored procedures and indices; download existing data into tables for use in new applications;

Identify opportunities for operational improvements to existing systems; analyze user work processes, requirements and costs of implementing service requests

Provide technical assistance for web-based business applications, including hardware and/or software problems resolution to ensure system availability, data integrity, and timely and accurate reporting; documents issues and possible solutions/recovery procedures

Compile and generates special reports, creates tables, forms and queries; prepare and present progress reports.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Internet application development including HTML, ASP.NET, VB.NET, JavaScript and ODB Team software development roles and practices.

Object oriented design and one or more object oriented programming languages.

Database performance optimization.

SQL query design.

Server-side scripting techniques including Active Server Pages (ASP or ASP.NET), VB.NET -as well as client-side scripting such as JavaScript.

Job flow within client server computing environment with networked servers.

Systems analysis and design.

NT or similar operating systems.

Emerging technologies and software.

Proper English usage including grammar, spelling, punctuation and sentence structure

Current versions of web development programs and languages.

Current version of Internet Information Server and assigned databases.

Image scanning and manipulation.

**ABILITY TO:**

Effectively use programmer development environment software such as Active Server Pages (ASP or ASP.NET), VB.NET as well as client-side scripting such as JavaScript.

Operate, maintain, manipulate and design solutions using Content Management Systems, Learning Management Systems or other third party tools and software.

Create rapidly deployed and customer service focused web applications.

Effectively troubleshoot, test, use logic and analysis to solve complex computer and system problems.

Maintain data base systems.

Communicate effectively in both oral and written form.

Interpret technical procedures and documentation, and explain technical concepts in non-technical terms to clients and users.

Conduct small group and individual client training.

Prepare correspondence, technical reports and user guides and procedure manuals.

Prioritize, organize and schedule work assignments and projects.

Work under limited supervision with only occasional instruction and assistance.

Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Create and maintain the Internet and Intranet web sites.

Create HTML Files.

Integrate document management system and documents with Web pages.

Transfer files from and to web servers.

Communicate with various users regarding content posted on the Web and meet their needs.

Create programs to allow users to view and/or manipulate data residing on a server through a browser (Web-enabling).

Prioritize and schedule work.

Work independently with little direction.

Meet schedules and time lines.

Establish and maintain cooperative and effective working relationships with others

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: associate's degree in computer science, information systems, or a related field and two years of experience in Internet application development or closely related experience that demonstrates the knowledge and ability to assume responsibility for the programming function.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

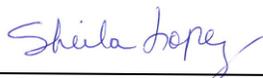
Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Hearing and speaking to exchange information.

Personnel Commission Approval: January 8, 2014



---

Sheila Lopez  
Director-Classified Personnel Services

January 8, 2014

---

Date