DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Web Developer          DEPARTMENT: Marketing & Communications

DATE: August 30, 2017          SCHEDULE: Regular, Full-time, 12 months, M-F, 8am-5 pm

REPORTING SUPERVISOR: Associate Director of Digital Communications          FLSA: Exempt-Admin          IPEDS: 15

JOB FUNCTION:
The Web Developer guides the development efforts of Drury University’s web presence, leading the technical design and implementation of web development projects. The Web Developer collaborates with the Associate Director to plan technical components of departmental projects and communicate overall vision to staff and student staff. The Web Developer should stay abreast of emerging technologies and changing trends in the area of web development, and be prepared to make recommendations based on those trends. The Web Developer supports the office by completing development and content-related tasks as necessary. The Web Developer works closely with Technology Services to monitor software licenses, server security and maintenance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

<table>
<thead>
<tr>
<th>Percentage of Time</th>
<th>Frequency</th>
<th>Description</th>
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<tbody>
<tr>
<td>1. 50%</td>
<td>Ongoing</td>
<td>Leads technical design and implementation of web development projects. Converts PSD mockups to fully functional web pages. Works directly with staff and faculty to create online tools and content. Performs regular maintenance and audits of online assets to ensure high performance and quality</td>
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<tr>
<td>2. 10%</td>
<td>Ongoing</td>
<td>Supports and mentors staff and student staff in day-to-day technical operations. Directly supervises the daily work of the Student Support Specialist. Takes responsibility for budgeting the hours and payroll of student staff. Trains faculty, staff, and student CMS users on an as-needed basis.</td>
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<tr>
<td>3. 10%</td>
<td>Ongoing</td>
<td>Collaborates with Associate Director to gather project requirements, plan work, and determine required resources.</td>
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<tr>
<td>4. 10%</td>
<td>Ongoing</td>
<td>Acts as systems administrator for proprietary Content Management System, managing users, security functions and tech support. Serves as systems administrator for other support systems, including campus calendar, faculty / staff directories, etc.</td>
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<tr>
<td>5. 10%</td>
<td>Ongoing</td>
<td>Supervises administration of web servers by ensuring the proactive management of security issues, upgrades and monitoring performance, capacities and bandwidth. Takes responsibility for budgeting software licensing, hardware purchases and office supplies.</td>
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<tr>
<td>6. 10%</td>
<td>Ongoing</td>
<td>Install, maintain, and customize various WordPress microsites used by Drury staff and faculty. Works directly with site administrators to perform modifications to themes and/or plugins. Also is responsible for maintaining the security for each WordPress site.</td>
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**MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. A bachelor’s degree in an information technology field, or equivalent combination of education or experience in related field utilizing state-of-the-art technology.
2. At least two years of development experience of web application server technology such as PHP (preferred), ASP, ColdFusion, etc.
3. Ability to effectively communicate strategic vision to diverse constituencies with varying levels of technical knowledge.
4. Effective interpersonal, leadership, organizational, and team building skills.
5. Strong verbal and written communication skills.
6. Analytical and tactical problem solving skills.
7. Ability to work under pressure; meet deadlines; deal with difficult individuals while maintaining composure.
8. Occasional evenings, weekend and call-in work may be required to meet deadlines and correct system failures.
9. Ability to work independently and to consistently meet project delivery schedules.

**SUPERVISORY RESPONSIBILITIES:**

Supervises student staff members. Responsibilities include interviewing, hiring, and training; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand; sit; reach with hands and arms.

**WORK CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.