

## HOWARD UNIVERSITY Position Description

<b>POSITION TITLE:</b>	Web Developer I	<b>SALARY GRADE:</b>	HU-10
<b>DATE CREATED:</b>	December 01, 2014	<b>EEO CODE:</b>	02
<b>JOB CODE:</b>	2781	<b>FLSA STATUS:</b>	Exempt
<b>BARGAINING UNIT:</b>	N/A		

<b>DEPARTMENT:</b>	<b>POSITION NO:</b>
<b>REPORTS TO:</b>	<b>GRANT:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes

**BASIC FUNCTION:** Performs routine (journey-level) web design and development work. Work involves coordinating web environment design, deployment, and maintenance activities. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

**SUPERVISORY ACCOUNTABILITY:** Involves no responsibility or authority for the direction of others.

**NATURE AND SCOPE:** Internal contacts include executives, administrators, faculty, staff, students, the University Webmaster(s), technical support and information technology personnel throughout the University.

**PRINCIPAL ACCOUNTABILITIES:**

- Analyzes the layout of Internet or intranet pages for efficiency and effectiveness.
- Develops and maintains web applications.
- Designs and implements new or revised methods that effectively meet the needs of the agency.
- Determines operational, technical, and support requirements for the operation and maintenance of database, text, and graphics.
- Assists in evaluating code to ensure that it is valid, properly structured, meets industry standards, and compatible with browsers, devices, or operating systems
- May write, design, or edit web page content that includes the preparation of graphics, text, and tables.
- May interact and communicate with the agency's information management team or hosting agency to address hardware or software issues affecting web sites.
- May track the usage of a system by using automated web system tracking tools.

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<b>BARGAINING UNIT:</b>	N/A		

May analyze new and existing software programs and assist users in the design, development, and maintenance of computer applications.

May assist in information systems security administration.

Perform related work as assigned.

**CORE COMPETENCIES:**

- Knowledge of the limitations and capabilities of computer systems, and of techniques used in the design of web applications.
- Ability to design web pages; to handle multiple projects; to schedule, test, and install web pages; and to communicate effectively.
- Demonstrated knowledge of Web programming languages – JavaScript, HTML DHTML, C88, XHTML, XML, XSLT, etc.
- Knowledge of and experience with the Web design process for large to enterprise level Web sites and prototyping.
- Skill in both written and oral English with the ability to communicate clear and precise instructions.
- Ability to establish and maintain effective and harmonious work relations with students, faculty, staff, University officials and the general public.

**MINIMUM REQUIREMENTS:** Bachelor's degree required in related field and 1-3 years of related work experience. 8 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

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**POSITION TITLE:** Web Developer I **SALARY GRADE:** HU-10  
**DATE CREATED:** December 01, 2014 **EEO CODE:** 02  
**JOB CODE:** 2781 **FLSA STATUS:** Exempt  
**BARGAINING UNIT:** N/A

**SIGNATURES REQUIRED:**

**SIGNED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Department Manager/Supervisor

**CERTIFIED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Department of Compensation and Performance Management