



Illinois Heartland Library System

Position Description

Position Title: Web Developer

FLSA: Exempt

Location: Carbondale

Employee Type: Full-time

Pay Type: Salaried

Fiscal Classification: Other Professional

Salary Grade: 9

Summary:

The Web Developer is responsible for aspects of the IHLS & SHARE websites. Work with IT Director and other appropriate stakeholders in the development of the webpage as the primary communication vehicle for IHLS & SHARE. Design, create, and modify Web sites. Analyze user needs to implement Web site content, graphics, performance, and capacity. May convert written, graphic, audio, and video components to compatible Web formats by using software designed to facilitate the creation of Web and multimedia content.

Essential Duties & Responsibilities:

- Develop, modify, and implement user support of IHLS webpage.
- Develop solutions from concept to implementation using web-related development technologies, based on need and usability analysis.
- Responsible for webpage development and content and other communication tools.
- Evaluate open source web-based software for various organizational needs and recommend cost-saving solutions.
- Work with IT Director in the development of System technology and software needs.
- Provide desktop support as needed.
- Develop a custom web portal for integrating information from multiple sources into a single web portal for SHARE member libraries.
- Provide technical support to Plinkit libraries, and aid in any migration off the platform.
- Manage domain registration and hosting and make DNS changes as needed for member libraries.

Supervised by: IT Director

Supervises: None

Minimum Education and Experiences:

- Associate degree in Computer Science or related field; or equivalent work 2:1
- Four years field experience with a concentration in website development and administration.

Licenses or Certifications Required:

- Valid driver's license or other accommodations for travel.

Knowledge, Skills, and Abilities Required:

- Knowledge of webpage applications and programming i.e. HTML, XML, CSS, PHP, MSSQL, Drupal CMS.
- Knowledge of design techniques, tools and principles.
- Knowledge of principles of user experience and user interface design & assessment of usability.
- Knowledge of Microsoft SharePoint is preferable but not required.
- Photo editing and graphic manipulation for website presentation.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Good oral and written communication skills.
- Ability to establish and maintain effective working relationships with other employees, department heads, public officials, and the general public.
- Ability to work in an organization that embraces customer service.
- Ability to be timely in responding to request.
- Ability to be flexible, to use time wisely and to perform duties in a professional manner.
- Willingness to help others accomplish their objectives.
- Ability to demonstrate a positive attitude towards co-workers, member libraries and job duties.
- Ability to work with sensitive and confidential data.

Working Conditions:

Work is usually performed in an office environment. Some evening and weekend work will be required, with occasional overnight travel.

Telecommuting:

This position allows for occasional and regular telecommuting.

Physical Effort:

- Primarily sedentary work, but also requires standing, walking, stooping or crouching, kneeling, crawling, reaching, pushing, grasping, lifting, feeling, hearing and talking.
- Requires the ability to exert up to 40 pounds of force occasionally to lift, carry, push, pull or otherwise move objects.
- Clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus, clarity of vision at 20 or more feet, and the ability to distinguish colors.
- Must be able to concentrate on detailed information over an extended period of time.
- Ability to effectively use a computer.

This job description is not intended to imply that the duties identified above are the only duties to be performed by employee(s) in this position. Employees may be required to perform other job duties as requested, subject to applicable state and federal laws. This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.

Employee (Print Name)

Employee Signature

Date

Supervisor (Print Name)

Supervisor Signature

Date

Approved June 2014