



Title: Web Designer/ Developer

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Webmaster.
This is a non-supervisory job classification.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in any field or equivalent
- **Experience:** Minimum of five years related experience. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:** None noted.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.

JOB SUMMARY

The purpose of this position is to support, maintain, design and develop the City's Internet and Intranet websites and webpages. Provides CMS and FrontPage training to the City's web authors; Creates new websites, applications, and forms for internal and external customers; Participates in cross-functional meetings with teams to support and advise on how the web may be utilized; and, Creates web graphics, optimizes photos for the web and overall design support for the web.

ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

| # | Essential Functions |
|---|--|
| 1 | Maintains, supports and develops webpages and content for the City's internal and external websites. Programs and develops webpages and applications using sophisticated web technologies and programming languages including HTML, XML, CSS, SQL, ASP, ASP.NET, JavaScript, VBScript, VB.NET, PHP, and relational Access and SQL databases. Monitors the operation and functionality of the City's internal and external websites and takes action when required. |



City of Peoria

HUMAN RESOURCES

| | |
|---|---|
| 2 | Provides Ektron Content Management System (CMS) and Microsoft FrontPage training to the City's web authors. Assists and supports web authors in updating and maintaining their web pages. Trains and enforces web authors on City web standards. Assists in creating User Accounts on the City's web servers. Assists Listserv account managers in updating their lists. |
| 3 | Creates new websites, applications, and forms for internal and external customers. Supports departmental needs by providing web solutions such as online web forums and database web applications; helps to define site purpose, target audience, layout, navigation, design, functionality, content, programming requirements, graphics, photos, usability, and testing. Completes site documentation. |
| 4 | Participates in cross-functional meetings with teams to support and advise on how the web may be utilized. Maintains a working knowledge of web server administration, networks, HTTP and FTP protocols, Internet and Intranets, Internet laws and regulations. Maintains knowledge of the Americans with Disability Act (ADA) as it applies to the web and website development. |
| 5 | Creates web graphics, optimizes photos for the web and overall design support for the web. Creates graphics for the web, following the City's graphic standards. |

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

| Physical strength for this position is indicated below with "X" | | | | | |
|--|---|--|---|---|--|
| 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. | | | | | |
| Sedentary | X | Light | Medium | Heavy | Very Heavy |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | X | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |



City of Peoria

HUMAN RESOURCES

Work Environment for this position is indicated below with “X”

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.

| Office | X | Outdoors | Vehicle | Office and Field/ Plant/ Warehouse |
|---|---|---|--|--|
| Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions. | | Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration. | Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel. | The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation |

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, pad computers, printers, scanners, copy / fax machine, smart phones and related software.

PROTECTIVE EQUIPMENT REQUIRED:

None required.