**JOB DESCRIPTION**

**Web Developer**

**Definition of Class**
This is a professional position in which the incumbent ensures that departmental web site is updated as needed and functioning efficiently. Work involves creating web page content; designing web graphics and layout; updating calendars and events; and ensuring security of on-line applications.

**Examples of Work Performed**
Creates interactive forms/applications.

Interacts with departmental staff to determine web designs and layout. Develops, edits, and updates web content as needed.

Creates layout and design of print and on-line publications, including brochures, newsletters and reports.

Updates and creates Hypertext Markup Language (HTML) files as needed. Develops appropriate CGI scripts and Java applets as needed.

Captures audio, video, and written media for site. Edits, converts and encodes video content for the web-site.

Creates graphics and coordinates multimedia support. Optimizes graphics for web delivery.

Stays abreast of new web-based techniques and technologies. Makes recommendations to management regarding updates and changes in technology.

Coordinates the marketing aspects of departmental web site to attract target audiences. Converts information from web site for use in other forms of electronic and printed media. Monitors web-site use. Utilizes web communications for fundraising efforts.

Evaluates tools for interfacing with relational databases. Works with software to communicate with distributional information systems. Creates necessary scripts to extract data and present it via the web. Works with secure web protocols to run secure electronic monetary transactions.

Develops web-based and other applications to meet the needs of the department data storage, retrieval and work flow.

Creates and maintains interactive tools for online users.

Provides training and user support to meet staff needs. Answers questions, troubleshoots, and resolves web-related problems.

Provides technical and media support for web-based training, webinars and teleconferences.

Runs performance analysis on related products.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and
included by the hiring Department.

1. Coordinates the information flow and user interface of departmental web sites.

2. Coordinates the web-site content, graphics, and supporting software for the departmental web site.

3. Utilizes databases to ensure efficient use of departmental web sites.

4. Evaluates web and graphic software to ensure web site reaches its potential as a marketing tool.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education:
Bachelor’s Degree from an accredited four-year college or university.

AND

Experience:
One (1) year of experience related to the above described duties.

Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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