

South Jordan City

Job Description

Title:	LAN/Web Developer	Effective Date:	12/1/2021
Org:	100310	FLSA:	Exempt/Computer Employee
Pay Grade:	22	Workers Comp:	Clerical

GENERAL PURPOSE

The LAN/Web-Developer is responsible for World Wide Web administration, web design, help-desk and technical duties related to implementing, administering and maintaining city-wide information technology systems, Web-Publishing, voice communication systems and other electronic systems including data storage and retrieval.

SUPERVISOR

Chief Technology Director

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Design, develop, and implement all programs, prototypes, and systems in regard to the administration of the City websites.

Maintain accuracy and optimize functionality of Internet web-based publications/e-government solutions.

Recommend and implement progressive web-site functionality.

Perform major and minor computer system upgrades to accommodate the needs and standards of the city.

Provide project and task status updates and advise Chief Information Officer of potential problems or delays.

Assist in administration, implementation, trouble-shooting and maintenance of all of the city's desktop/mobile computer workstations, networked information servers, printing devices, local area networks (LAN), wireless data networks, voice communication systems, and voice/text messaging systems.

Support computer users' needs/questions regarding the usage of common office desktop applications such as word processing, spreadsheets, databases, e-mail, graphics, web applications, etc.

Assist in administration of e-mail system accounts and maintenance of e-mail information storage/communication systems.

Assist in implementation and maintenance of city network systems to secure city information from computer hackers/intruders and electronic viruses.

All or a majority of the essential job duties may be performed from a remote location.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Associate’s Degree from a regionally accredited college or university with major course work in computer science or related field;

AND

B. Two (2) years professional work providing practical experience in Web-site/Web-Application Development, Computer Science, Information Systems, Information Technology or related field;

2. Special Qualifications:

Valid Utah Class D Drivers License

3. Knowledge, Skills and Abilities:

Understanding of web-hosting and database-driven web applications such as E-Commerce/E-Government solutions; technical experience with local area networks (LAN) and Internet Communications; experienced with computer graphics editing and creation; professional experience with NT Server, Novell Netware, or Unix-based network operating systems; experienced with common office desktop applications such as word processing, spreadsheets, databases, e-mail, graphics, web applications, etc. and capable of answering questions and providing guidance to computer users; understanding of Microsoft Windows and DOS operating systems; understanding of personal computer hardware and system architecture; display proven trouble-shooting techniques; understand network protocol & communication concepts; familiar with data back-up and security concepts; understand common printing technologies; familiar with voice communications systems such as PBX switches is highly-desirable; knowledge of electronic technologies and basic electronic theory is highly-desirable.

Ability to display strong interpersonal and customer-service skills; effective oral/written communication skills; strong problem-solving skills; ability to multi-task and manage time effectively; be self-motivated; ability to display organizational skills; recognize work-flow inefficiencies, recommend, and implement effective solutions; be supportive of team goals and be able to work in a team environment.

Ability to work quickly and accurately under time pressures to meet deadlines.

Ability to develop and maintain effective work relationships with co-workers and the public.

4. Working Conditions:

Incumbent of the position provides service to all City facilities. Tasks require a variety of physical activities, involving limited muscular strain, such as lifting & transporting small electronic equipment, stooping, crawling, sitting, reaching, twisting, talking, hearing and seeing. Common eye, hand, and finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and guided problem solving. Frequent local travel may be required.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Clerical Exempt	EEO-4 Class:	Tech
Location:	Information Services	EEOP Class:	Prof
Group/BU:	General Pay Plan	Tech-Net Match:	920