



Trinity Valley Community College

Job Description

Web Programmer

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Perform a variety of technical duties using an array of web development software applications, techniques and web development tools to design and produce high quality dynamic web-based functions for the college.

REPORTS TO:

Director of Media Support Services

SUPERVISES:

None

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

Associate degree with related experience, or equivalent.

PREFERRED:

Bachelor's degree with an emphasis in web design and development or blended educational background in design and technology preferred.

EXPERIENCE REQUIRED:

Candidate should have a minimum of three (3) years of experience in programming and development. Must have proven knowledge of programming and of the capabilities and limitations of the Internet, the World Wide Web, HTML, XML, XSLT, CSS, JavaScript, and digital image formats. Should be proficient with Visual Studio, Microsoft SQL Enterprise Manager, Microsoft Office and other software development products. Should be proficient in the following web development programming languages: ASP, ASP.NET, VB Script, VB.Net, C#.Net, Linq, and JavaScript.

PREFERRED:

Other directly related experience preferably in an educational environment.

OTHER LICENSES OR CERTIFICATIONS:

- Should be proficient with Visual Studio, Microsoft SQL Enterprise Manager, Microsoft Office and other software development products.
- Should be proficient in the following web development programming languages: ASP, ASP.NET, VB Script, VB.Net, C#.Net, Linq, and JavaScript.
- Should have full understanding of how to connect and interface with SQL, XML, and DB2 databases.
- Should have database experience should include knowledge in table creation, indexes, stored procedures, security, data transfers, back-ups and triggers.
- Should have knowledge of SQL Reporting Services and Crystal Reports.
- Should be conversant in database development, relational database design, and database protocols.

KNOWLEDGE AND SKILLS REQUIRED:

- Typing/Data Entry
- Computer software proficiency – Microsoft Office

All TVCC positions are security sensitive and require a criminal background check.



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- Interpersonal and/or customer service skills
- Basic Math
- Attention to detail
- Critical Thinking
- Monitor important and complex projects concurrently
- Operational Systems and procedures
- Compliance Law
- Website design

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

- Perform all phases of software development, including analysis, design, writing code, testing, and implementation for applications.
- Design, develop and produce dynamic data-driven web projects following client requirements of program objective, input data, and output requirements.
- Determine standards for coding security and efficiency consistent with current standards and trends.
- Produce security, functioning, computer code for web sites incorporating user interface, links and navigational elements.
- Prepares reference for users by writing operating instructions as needed.
- Produce and fine-tune html code for web sites to ensure college objectives are met, navigation and links are clean, and site has graphic and user appeal.
- Designs, develops, maintains and supports interactive web applications.
- Maintain skills related to the development of static and dynamic web pages including, but not limited to knowledge of the latest techniques, knowledge of section 508 and web accessibility initiative guidelines and competency with the latest media and web development software.
- Continuously monitor industry trends, technologies, and standards and be able to research, recommend, and apply new technologies as they emerge.
- Contribute to the selection and deployment of new web server technology, web security and web statistics software.
- Contributes to team effort by accomplishing related results as needed.
- Other duties as assigned by the Director of Media Support Services.

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Calculator
- Multi-line phone system
- Copier
- Fax machine

PHYSICAL DEMANDS:

- Requires: Finger dexterity, Grasping, Talking, Hearing, Seeing, Sedentary Work, Computer Work
- Occasionally need to: Light work

MENTAL DEMANDS:

- Emotional control under stress 25% of the time
- Frequent interruptions more than 25% of the time

OTHER DEMANDS:

None

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The above job description has been reviewed with the employee. It was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 7/18/01

Revised:

Classification:	Technology-Staff	Coordinating/Non-Coordinating:	NC
FLSA Status:	Exempt	TVCC Job Code:	1490
DBM:	B	Travel Required:	None
IPDEDS/SOC CODE:	15-1131	Employment Status:	Full-Time
Salary Range:	195	Length:	12 Months
FUND:	01	TRS POS. CODE	TRS 001

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