Overview

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Inactive:	No
Effective Date:	11/29/2016
Date of Last Change:	11/10/2016 11:30:21.876 AM
Job Profile Name:	Website Developer - Contract
Job Code:	XTM04
Include Job Code in Name:	No
Job Profile Summary:	NATURE OF WORK:

Performs technical work in updating content and images on the CityofOrlando.net. An employee in this position works with departmental coordinators to assists them in creating user-friendly and effective communications on the web. An employee in this position assist in troubleshooting access problems, tracking use statistics, and implementing site-specific coordination. In addition this position coordinates with Technology Management when necessary. Work is performed under the supervision of the Interactive Programs Supervisor.

MINIMUM QUALIFICATIONS:

Bachelor's degree in computer Science, Marketing, Journalism, Communications, or related field and one (1) year experience in website development; or an equivalent combination of education, training, and experience. Must possess excellent written and oral communications skills. Knowledge of Wordpress and some familiarity with graphic design and graphic design software desired.

Job Description:	
Job Title Default:	
Restrict to Country:	
Management Level:	8 Individual Contributor
Job Family:	SEIU_Professional
Job Category:	
Job Classification:	3J - Technicians: General Ees (EEO-4Job Categories-United States of America)
Work Shift Required:	No
Public Job:	Yes

Characteristics

Difficulty to Fill:	
Critical Job:	No

Compensation

Compensation Grade:	S15
Compensation Grade Profile:	
Impacted Eligibility Rules:	

Qualifications

Responsibilities

Responsibilities

Required	Responsibility
	EXAMPLES OF WORK PERFORMED: **Note: The listed duties are only illustrative and are not intended to describe every function that may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.** Reviews website to insure material is up-to-date, grammatically correct and follows City guidelines. Writes articles for City news and events for posting on the Website. Edit and create web pages using Wordpress. Assist department web authors with technical issues question on content and editing assistance. Research other home pages and periodicals on the web to further improve the quality of the City's site, seeking always to present the City in the best image. Maintains coordination with Technology Management Division by conducting periodic meetings to discuss common issues of content and technical nature.
	KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of the principles, methods, and techniques used in developing websites. Knowledge in the operation of a computer and the use of computer software programs for creating website pages in a variety of formats. Knowledge of basic web server and file system maintenance. Knowledge in editing photos and preparing graphics for the web. Ability to plan, organize, schedule, and assign tasks to support personnel. Ability to research and write short articles on City services and events. Ability to organize and coordinate multiple, time-sensitive assignments, and to maintain work records. Ability to communicate effectively, both orally and in writing.