

WEB DEVELOPER

DEFINITION: Under general supervision, performs work of moderate difficulty in developing and maintaining websites for Navajo Nation government within the Department of Information Technology; responsible for setting standards for design, navigation and browser compatibility, quality control for web content, accessibility and overall usability of website; develops and maintains web applications; trains clients in the use of web development tools and site maintenance; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Develops and maintains websites for the Navajo Nation government; develops web services policies, procedures and service descriptions; designs, develops and maintains WebPages and portals (e.g. data modeling, coding, integration, testing, debugging, documenting code libraries and reporting); creates enhancements and modifications to websites; assesses new standards, technologies and trends and formulates strategies and plans for future enhancements; works with departmental staff to develop strategies and translation of program requirements into a web-based solution that supports their priorities, policy direction and goals; programs hypertext mark-up language (html) and uploads to web server; organizes and controls the publication of documents and other content, such as images and multimedia resources for intranet, portals and applications.

Updates information on web pages and databases and ensures that content is current; implements appropriate security measures to safeguard data and restrict access; audits websites and applications to ensure that standards are met; analyzes traffic statistics and reports; develops, researches, writes, edits and coordinates the creation of comprehensive editorial and graphic layouts for new sections/features on the websites; develops information sheets and other educational resources; provides training on the development and maintenance of websites and portals, html authoring and design applications; documents projects using internal documentation system; prepares status and summary reports; serves as technical resource to Navajo departments.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge and understanding of internet operations and functionality, and of a wide range of internal programming and design tools.

Knowledge and understanding of current authoring languages, editing and authoring tools, and related web site technologies.

Knowledge of the internet, html, web page creation and web site maintenance.

Knowledge of networking technologies, including security and encryption on the internet and basic networking concepts.

Knowledge of browser compatibility issues for all platforms/major browsers and browser specifications.

Knowledge of local and wide area networks (LAN/WAN), internet/intranet, e-mail systems and data communications computer operating systems.

Knowledge and understanding of web-based graphic design and layout.

Skill in computer graphics and layout.

Skill in the use of computerized page layout and design software.

Skill in project management and strategic planning.

Skill in proofreading and editing.

Skill in interpersonal communications.

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Skill in establishing and maintaining effective working relationships.
Ability to utilize computerized word processing and internet software.
Ability to create, compose and edit written materials.
Ability to evaluate new and evolving website technologies.
Ability to work well with people in a collaborative environment to accomplish goals, build consensus and meet project deadlines.
Ability to respond to computer user needs in a positive and professional manner.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Computer Information Systems, Computer Science or related field; and three (3) years of experience in web design and development and managing website content; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

SPECIAL REQUIREMENTS: Must possess a valid state driver's license. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.