## General Information

<table>
<thead>
<tr>
<th>Working Job Title:</th>
<th>Job Family:</th>
<th>Job Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Developer (UNHS)</td>
<td>Information Technology</td>
<td>49303329</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position Number:</th>
<th>Department Name:</th>
<th>SAP Organization Unit Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>141</td>
<td>NU ITS</td>
<td>50010182</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee’s Name:</th>
<th>Date of Last Update:</th>
<th>Title of Supervisor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>T.B.A.</td>
<td>9/11/2019</td>
<td>Director, Web Development &amp; Accessibility</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SAP Personnel #:</th>
<th>Last Updated By:</th>
<th>Name of Supervisor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>T.B.A.</td>
<td></td>
<td>Jason Buzzell</td>
</tr>
</tbody>
</table>

## Position Summary

This position is responsible for the technical analysis, design, development and support of websites, custom web applications and 3rd party applications for the University of Nebraska High School. This position ensures projects incorporate all stakeholder requirements; employs best practices in web development, database design, application security, accessibility, performance; and tests work in various browsers and devices for compatibility. This position will uphold the ITS core principles of outstanding collaboration and communication, a drive to succeed, a passion for higher learning, and acting with integrity.

## Duties & Responsibilities

<table>
<thead>
<tr>
<th>% of Time</th>
<th>Essential Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>50%</td>
<td>*</td>
</tr>
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</table>

### Back-end Web Development

- Responsible for the back-end development of websites and web-based applications, developing web services, designing & developing databases and integrating applications using APIs.
- Gather, document and analyze requirements from end users
- Work closely with Agile Scrum Master and other team members to develop detailed specification documents with clear project deliverables and timelines, and to ensure timely completion of deliverables
- Design, program, test web applications, services, databases, components, and enhancements individually and as part of a team
- Work closely with other developers on software architecture
- Create test scenarios and run tests to improve performance
- Ensure security best practices are followed and maintained

### Application Support & Maintenance

- Analyze and resolve web application issues reported by end-users
- Maintain web applications through updates and enhancements
- Recommend changes or upgrades to prevent service outages or improve performance
- Monitor application and system security and address issues
- Setup and configure continuous integration environment
- Respond to and recover from outages
- Managing user access
- Generate technical documentation and conduct training for end users
- Develop and maintain documentation of application installation, configuration and maintenance

- 40%  *
### Duties & Responsibilities

<table>
<thead>
<tr>
<th>Organizational Activities and Projects</th>
<th>% of Time</th>
<th>Essential Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare and participate in knowledge sharing activities with team members and new staff</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>Prepare special reports, reviews and recommendations as requested</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Represent team and organization on task forces and committees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other duties as assigned</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional Development and Training</th>
<th>% of Time</th>
<th>Essential Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engage in personal and professional development related to emerging technologies relevant to professional goals and university needs</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>Attend training sessions, conferences, and workshops to increase knowledge in web design, front end development, project management and other applicable skills such as communication and leadership</td>
<td></td>
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</tr>
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</table>

*The above list of job duties is not exclusive or exhaustive and the incumbent will be required to undertake such tasks as may reasonably be expected within the scope and classification of the position.*
Zone Definition Factors

Nature/Complexity of Work
This position works within a team and with end-users to define and analyze requirements and to design, develop and test web applications based on those requirements. This position works directly with clients and other ITS teams to ensure that technical solutions are put in place to meet the strategic goals of the University of Nebraska and its partners.

Problem Solving/Decision-making
This position requires strong analytical and organizational skills along with strong critical thinking and problem-solving abilities. If the web applications/sites malfunction, this position must be able to diagnose quickly and correctly what is wrong and how to fix it. One must be a self-starter able to identify the course of action to successfully complete a task or project. Must know when and how to coordinate with clients, technical staff, and the management team.

Strategic Impact
Actions and decisions in this job have discernible impact on the web application development and management that occurs at the University’s Administrative Office. Errors reflect unfavorably on the individual, the functional area, and in some cases the business operations that rely on web applications.

Know How
Have the ability to translate user specifications into web application design and functionality. The ability to work effectively with all levels of management and functional users. Strong time management skills and multi-tasking capabilities and excellent communication and interpersonal skills. Ability to work in a diversified team environment. Under the direction of and in partnership with the NU Security team, implement and maintain security strategies, policies, and standards to protect University assets. Responsible for actively researching and reviewing security practices to make recommendations based on institutional risk and operational impact.

Technical Know How
Requires working knowledge of web development technologies and security best practices. Should have programming skills in ASP.NET/C#, SQL, HTML, CSS and JavaScript. Familiarity with Microsoft Team Foundation Server/Azure DevOps, Node.js, React.js, Entity Framework, .NET Core, Responsive front end frameworks (LESS or SASS), Content Management Systems (CMS) or Customer Relationship Management (CRM) Systems a plus.

Interactions
Under general supervision this position designs, develops, tests, and debugs new software or enhancements to existing software and supports existing applications. Ability to assist both business users and programming staff with different skill levels. Regular contact that involves exchanging advice and opinions as well as occasionally conveying conceptual ideas of a critical and/or long-range nature. Requires the use of judgment, timing, and persuasion to gain cooperation in the face of differences of opinion or controversy.

Leadership
Share knowledge and expertise to mentor others when involved with cross training and knowledge transfer. Identify technical issues affecting the performance of the web applications. Identify training needs necessary to provide continuing support or improve custom development and support.

Nature of Supervision
Supervision Over:  □ Reg Staff   □ Temp Staff   □ Students   ☒ No Supervision
Supervision Received:  □ Close   ☒ Moderate   □ Limited   □ None
Qualifications & Attributes

**Required Qualifications**

Associate’s degree
1 year experience with back-end web development using ASP.NET/C#
1 year experience with front end web development using HTML, CSS and JavaScript

**Preferred Qualifications**

Experience with Microsoft Team Foundation Server/Azure DevOps, Node.js, React.js, Entity Framework, .NET Core, Responsive front end frameworks (LESS or SASS), Content Management Systems or Customer Relationship Management Systems

An equivalent combination of education and experience from which comparable knowledge and abilities can be acquired may be considered.

The ideal candidate is an agile professional with strong interpersonal communication skills, flexibility and responsiveness; exhibits high ethical standards; proficient in managing time and competing priorities; responsive and committed to supporting staff; committed to the ideals of a major public research university.
Physical Requirements

GENERAL INFORMATION: Describe the work environment and physical demands (i.e. environmental elements, travel, irregular hours, hazardous/unpleasant working conditions, etc):

Long hours of computer work may cause neck/back strain. Work outside normal business hours may be necessary. Travel to conferences may be necessary.

PHYSICAL REQUIREMENTS
Indicate the appropriate response for an eight hour day

<table>
<thead>
<tr>
<th>Activity</th>
<th>Intermittent</th>
<th>Constant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sit</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Stand</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Walk</td>
<td>1</td>
<td></td>
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Drive a Motor Vehicle (Explain):
Canvas Catalog, Bridge, and Canvas Credentials are tools that span the University of Nebraska system and its four campuses with locations in Kearney, Lincoln and Omaha. This position may be asked to drive to other locations for work-related business endeavors.

THIS JOB REQUIRES EMPLOYEE TO:
Indicate in appropriate space:  
L = LIFT  C = CARRY  P = PUSH  PL = PULL

<table>
<thead>
<tr>
<th>Weight Range</th>
<th>Less than 2 hrs / day</th>
<th>Up to 2 hrs / day</th>
<th>Between 2-5 hrs / day</th>
<th>Over 5 hrs / day</th>
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<tbody>
<tr>
<td>11 – 24 lbs</td>
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<tr>
<td>25 – 49 lbs</td>
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<tr>
<td>50 – 74 lbs</td>
<td>[ ] [ ] [ ] [ ]</td>
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If the job requires the employee to handle over 75 lbs – please explain.

POSITION REQUIRES USE OF HANDS OR SPECIAL TOOLS/EQUIPMENT FOR:

- Keyboarding:
  - RIGHT
  - LEFT
  - BOTH

- Filing:
  - RIGHT
  - LEFT

- Other Explain: Operation of a standard office and computer equipment.
<table>
<thead>
<tr>
<th>This Position:</th>
<th>☐ REQUIRES ATTENDANCE AT THE WORKPLACE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☑ IS ELIGIBLE FOR ALTERNATIVE WORKSITE ARRANGEMENT (request forms required)</td>
</tr>
<tr>
<td>And is considered:</td>
<td>☐ ESSENTIAL (per inclement weather policy, essential employees are expected to report to and work at their assigned campus worksite)</td>
</tr>
<tr>
<td></td>
<td>☑ NON-ESSENTIAL (able to work from home when the office closes for inclement weather)</td>
</tr>
</tbody>
</table>
**Knowledge Skills and Abilities:**

_____ Requires the ability to understand and apply basic job skills, knowledge of several work routines and the ability to apply such routines with minimal interpretation. May possess knowledge of other, related work activities within own functional area. May require the operation of routine equipment/tools. [1]

_____ Requires the ability to understand, interpret, apply and communicate information within a specialization and the ability to apply limited analysis in the completion of general functional procedures. May possess knowledge of work activities outside functional area. May require the operation of moderately complex equipment/tools. [2]

_____ Requires the ability to utilize advanced information within a specialization. Within specialization, possesses the ability to assess/analyze situations and make adjustments to achieve desired objectives. Possesses knowledge of work activities outside functional area. May require the operation of complex equipment/tools. [3A]

__X__ Requires the ability to apply, integrate and communicate extensive theoretical information within a recognized professional field. Facilitates and/or establishes the achievement of functional area objectives. Requires knowledge of all related functional areas. May require the operation of highly complex equipment/tools. [3B]

_____ Integrates extensive theories and techniques within related or diverse disciplines to achieve results and/or establish overall strategic directions. Requires wide-ranging administrative and/or specialized knowledge. May require the operation of highly complex equipment/tools. [4]

**Problem Solving/Decision-making:**

_____ Decisions/problem resolutions are repetitive and simple and typically guided by standard operating policies and procedures/practices exist. Tasks are clear and specific to a single discipline. [1]

_____ Decisions/problem resolutions require gathering/reviewing information from several sources. Simple analysis of facts determines course of action to be taken within the limits of standard operating policies and procedures/practices. Tasks are varied and may cross several disciplines. [2A]

_____ Decisions/problem resolutions require interpretation, discretion and judgment based on precedent or standard operating policies and procedures. Tasks are diversified and may require some creativity in dealing with unprecedented activities. [2B]

_____ Decisions/problem resolutions require synthesis/analysis in the use of theories and accepted principles. Programs/projects are governed by broad objectives, policies and/or theories. Requires the use of creativity in dealing with unprecedented activities. [3]

__X__ Decisions/problem resolutions require analysis and evaluation of major issues and courses of action impacting the overall direction of the functional area(s). Applies broad concepts and experience in making important decisions. May develop recommendations influencing long-term policies related to major organizational plans. [4]

**Interactions:**

_____ Regular contact involves receiving and/or referring inquiries as well as giving or obtaining routine information relating to work being done. Requires the use of common business courtesy. [1]

_____ Regular contact that involves giving or obtaining information as well as occasionally exchanging advice and opinions. Requires the use of common business courtesy, tact, discretion and some persuasion to maintain cooperative associations. [2]

_____ Regular contact that involves exchanging advice and opinions as well as occasionally conveying conceptual ideas of a critical and/or long-range nature. Requires the use of judgment, timing, and persuasion to gain cooperation in the face of differences of opinion or controversy. [3]

__X__ Regular contact with major Programs/Teams or individuals. Overriding job requirement involves conveying conceptual ideas regarding matters of critical and long-range nature. Significant requirement for diplomacy, timing, and persuasion to gain concurrence or cooperation on operational issues in the face of significant differences of opinion or controversy. [4]
Supervision Received:

_____ Supervised by procedures or by supervisor through periodic monitoring of progress and performance. May have latitude to determine sequence of own work tasks to meet clearly established schedules. [1]

_____ Supervision by procedures or by supervisor through periodic monitoring of progress and performance. Determines sequence of own work tasks to meet established objectives. [2A]

_____ General direction by supervisor by checking on completed tasks. Establishes own work schedule to achieve program objectives. Makes recommendations to superior regarding efficient functioning of program. [2B]

___X__ Responsible for conducting specialized assignments or developing programs under only general direction and guidance. [3]

_____ Extensive latitude to work independently in matters that have a broad effect on overall policies, programs and/or areas of specialization. [4]

Supervision Exercised:

_____ May provide incidental guidance to others. [1]

___X__ Provides functional supervision that is usually limited to assigning/reviewing work or may serve as work team leader. [2A]

_____ Serves as work team leader. Distributes, schedules, and monitors the progress or work tasks of the program or project. May be involved in the recommendation of personnel actions to manager. [2B]

_____ Supervises the work of a project or program that may include hiring, discipline, transfers, promotions, or salary changes within a functional area. May integrate work of two or more programs or one major function/or project. [3]

_____ Establishes performance standards for designated programs and/or areas of specialization. Directs staff to include hiring, discipline, transfers, promotions, and salary changes. [4]

Impact:

_____ Actions and decisions in this job are limited to the scope of the job, which primarily affect the immediate work group, but occasionally may extend beyond the immediate work group. Errors reflect unfavorably on the individual and may have an adverse impact on the functional area. [1]

_____ Actions and decisions in this job have an impact which affects the immediate work group and also extends beyond the immediate functional area. Errors reflect unfavorably on the individual and the functional area. [2]

_____ Actions and decisions in this job have discernible impact to the short-term performance of the Program/Team and exerts some impact to its long-term success. Errors reflect unfavorably on the individual, the functional area, overall business operations and potentially other functional areas. [3A]

_____ Actions and decisions in this job have significant impact to the short-term performance of the Program/Team and exert an impact to its long-term success. The job exerts a considerable impact on decisions and final results typically affecting either an entire functional area or a major university activity; and may have unique accountability for financial and program or project objectives. Errors effect business operations, services and other individuals which may require special interventions to correct. [3B]

___X__ Actions and decisions in this job exert broad and continuing impact on the future of one or more functional areas. The job exerts a major impact on decisions and final results affecting a major university activity; and/or has accountability for financial and program/project objectives and overall successes. Errors significantly interrupt business operations, services and potentially both internal and external constituents. [4]

<table>
<thead>
<tr>
<th>Summary:</th>
<th>Job Family Zone Assignment= Specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorization:</td>
<td>Name:</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Sheryl Gartner</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Administrator:</td>
</tr>
</tbody>
</table>