

University of Nebraska Central Administration
Job Description

General Information

Working Job Title: Web Developer	Job Family: Information Technology	Job Family Zone: Specialist
Position Number:	Department Name: University of Nebraska High School	SAP Organization Unit Number:
Employee's Name:	Date of Last Update: 6/14/2018	Title of Supervisor: Web Application Development & Management Lead
SAP Personnel #:	Last Updated By: Web Application Development & Management Lead	Name of Supervisor: Wes Juranek

Position Summary

The Web Developer position is a member of the Web Application Development and Management (WADM) Team for Information Technology Services (ITS) – Enterprise Systems. 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 including the University of Nebraska Online Worldwide, the University of Nebraska High School, Central Administration and the University-wide Institutes.

This position ensures projects incorporate all stakeholder requirements; employs best practices in web development, database design, security, accessibility, performance; and tests work in various browsers and devices for compatibility.

Applicant must possess strong verbal and written communications skills; excellent critical thinking skills; attention to detail; and work effectively with a wide variety of University staff, including direct client interface on projects. Performs other related duties as required.

Duties & Responsibilities

Indicate % of time spent and indicate with an "*" the duties & responsibilities that are essential functions of this job. Arrange this list of duties in order of importance.	% of Time	Essential Functions
<p>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.</p> <ul style="list-style-type: none"> • Gather, document and analyze requirements from end users • Work closely with Project Manager 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 	50%	*

<p>Front-end Web Development Responsible for the front end development of websites, web-based applications and other digital interfaces.</p> <ul style="list-style-type: none"> • Translate visual designs, user experience flows, content and functionality into effective digital products • Code responsive websites using front end web technologies, libraries, and frameworks (e.g. HTML/CSS, Bootstrap/Foundation, JavaScript, React) • Participate in project planning and design to ensure transition to development is successful and final product meets objectives • Promote and use industry best practices for usability, performance, scalability, design and maintainability while implementing user interfaces • Ensure ADA and other accessibility standards are being met 	20%	*
<p>Application Support & Maintenance</p> <ul style="list-style-type: none"> • Analyze and resolve web application issues reported by end-users • Maintain web applications through updates and enhancements • Generate technical documentation and conduct training for end users 	20%	*
<p>Organizational Activities and Projects</p> <ul style="list-style-type: none"> • Prepare and participate in knowledge sharing activities with team members and new staff • Prepare special reports, reviews and recommendations as requested • Represent team and organization on task forces and committees • Other duties as assigned 	5%	
<p>Professional Development and Training</p> <ul style="list-style-type: none"> • Engage in personal and professional development related to emerging technologies relevant to professional goals and university needs • 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 	5%	

Supervision

This position exercises no supervision over other staff members.

This position receives in-direct supervision from the Web Application Development Lead.

Minimum Qualifications

Associates degree, experience with back end web development using ASP.NET/C# and experience with front end web development using HTML, CSS and JavaScript required.

Experience with Entity Framework, Responsive front end frameworks, LESS or SASS, Content Management Systems or Customer Relationship Management Systems preferred.

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

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 quickly and correctly diagnose 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 inter-personal skills. Ability to work in a diversified team environment.

Technical Know How:

Requires working knowledge of web technologies and design standards. Should have programming skills in ASP.NET/C#, SQL, HTML, CSS and JavaScript. Familiarity with Entity Framework, Responsive front end frameworks, LESS, SASS, Content Management Systems (CMS) or Customer Relationship Management (CRM) Systems a plus.

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.

Interactions

Under general supervision this position designs, develops, tests, and debugs new software or enhancements to existing software. 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.

Physical Requirements

1. **General Physical Requirements** Indicate the appropriate response for an eight hour day:

	Circle the appropriate number of hours								<i>Indicate intermittent or constant</i>		
	0	1	2	3	4	5	6	7	8	Intermittent	Constant
Sit							6			x	
Stand		1								x	
Walk		1								x	
Drive Motor Vehicle											
Explain											

2. THIS POSITION REQUIRES:

	Occasionally (less than 2 hrs daily)	Between 2 - 5 hrs daily	Over 5 hrs daily
Squatting	_____	_____	_____
Bending	x	_____	_____
Kneeling	x	_____	_____
Reaching	_____	_____	_____
➤ Overhead	x	_____	_____
➤ Forward	x	_____	_____
➤ Low	x	_____	_____
Twisting	x	_____	_____
Crawling	_____	_____	_____
Climbing	_____	_____	_____
➤ Ladder	_____	_____	_____
➤ Stairs	x	_____	_____
➤ Other	_____	_____	_____
Walking on rough ground	_____	_____	_____
Exposure to changes of temperature/humidity	_____	_____	_____
Exposure to dust/fumes/gases/chemicals	_____	_____	_____
Being near moving machinery	_____	_____	_____
Working from heights	_____	_____	_____

3. THIS POSITION REQUIRES EMPLOYEE TO:

Indicate letter in appropriate Space: **LIFT=L** **CARRY=C** **PUSH=P** **PULL-PL**

	Less than 2 hrs daily	Up to 2 hrs daily	Between 2-5 hrs daily	Over 5 hrs daily
11 - 24 lbs	L,C, P, PL			
25 - 49 lbs				
50 - 74 lbs				
75 - 100 lbs				
* Over 100 lbs				

* If the position requires the employee to handle over 50 lbs - please explain

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

	RIGHT	LEFT	BOTH
Keyboarding			x
Filing			x
Other Explain:	Operation of a computer mouse		

5. THIS POSITION REQUIRES ATTENDANCE AT THE WORKPLACE

Job Family Zone Questionnaire

In Each Section, please select one answer that best describes your job:

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]

___x___ 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]

_____ 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]

___x___ 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]

____ 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]

____ 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]

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]

____ 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]

____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]

Summary:	Zone Assignment= Associate		
Authorization:	Name:	Sheryl Gartner	Date:
Human Resources			
Supervisor:			
Administrator:			