

**PLEASE POST FOR ALL APPLICANTS TO READ
Macon Bibb County Government**

POST DATES: 04/13/2018– Until Filled	EEOC CODE:	CLASS CODE:
CLASSIFICATION TITLE: Web Programmer		
JOB CLASS (GRADE): 20		MIN. SALARY: \$49,254.40
LOCATION: Information Technology, Systems & Network		WORK WEEK: Mon. – Fri.
DEPT. HEAD: Brett Lavender		WORK HOURS: 8:30 AM. – 5:30 P.M.
(X) NEW REQUIREMENT () REPLACEMENT		

SUMMARY:

The Web Programmer will be responsible for coordinating, managing and updating all web content and will work with Macon-Bibb County departments to ensure web site content is updated, relevant and current.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Develops applications, updates/integrates content, images, and video to the websites.
2. Maintains the integrity, reliability, and security of Macon-Bibb County websites and Intranet site.
3. Creates enhancements, modifications, and applications related to the website(s).
4. Provides technical assistance and training for web applications for all employees.
5. Optimize loading speeds and capacity
6. Performs routine maintenance, troubleshoots problems, and configures computer software, hardware, peripherals, and support systems.
7. Researches computer hardware/software products to optimize information display and balance server loads.
8. Test websites across browsers, operating systems and devices
9. Proficient on both Mac and Windows computer systems.

10. Ensure site(s) security.
11. Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

The Web Programmer must be knowledgeable of the following principles, procedures, and concepts:

- Knowledge of computing systems operations and maintenance.
- Knowledge of personal computers, servers, website and relevant database programs.
- Ability to develop, modify, and maintain operating systems, application software, hardware/software configurations, and computer-related trouble-shooting.
- Ability to communicate effectively both written and verbally.
- Ability to maintain effective working relationships with city officials, fellow employees, vendors, and with members of the general public.
- Proven experience as a Webmaster or Web Developer
- Knowledge of web analytics and SEO
- Familiarity with web standards
- Working knowledge of website management tools
- Proficient in HTML5/CSS, XML, ASP.NET, .NET, Python, C#, JavaScript and SharePoint; knowledge of SQL is preferred.
- Strong troubleshooting and analytical abilities

MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

The Web Programmer should possess, at minimum, a Bachelor's Degree in Computer Science or a related field; at least one year experience in working with local government or with public agencies; and at least four years of experience in website management; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of a valid Georgia Motor Vehicle Operator's License.

SUPERVISORY CONTROL AND RESPONSIBILITIES:

TRAVEL:

The Web Programmer may be required to travel on occasion.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB
FUNCTIONS**

LANGUAGE SKILLS:

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, employees, and the general public.

MATHEMATICAL SKILLS:

Ability to work with basic mathematical concepts such as, addition, subtraction, multiplication, and division.

COMMUNICATION SKILLS:

Must be able to effectively communicate orally and in writing in a professional manner to give or exchange information, resolve problems, and/or provide service. In addition, this position requires extensive contact with other employees and the general public, often involving problem-solving circumstances.

REASONING ABILITY:

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires light demands with intermittent sitting, standing, walking, computer use, and occasional lifting of lightweight objects.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is primarily an indoor office work area.

If you feel you qualify for the above position, you may obtain an application at the Human Resources Office or complete the General Application located at www.maconbibb.us. Applicants who are not selected to fill the position will be notified by mail. Position postings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have the opportunity to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER