

# Sam Houston State University Human Resources

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## Staff Classification Description – Web & Media Developer III

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**Skill Category:** Tech/Para-Professional  
**Position (Employee) Class:** 4N343 (N1)  
**Grade:** 18  
**Date:** 09/2014

**Department:** Office of Information Technology Services

**Education & Experience Requirements:** Bachelor's degree in related field. Two years of experience in development, testing, and application support of internet and intranet sites and systems or experience in a related field. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Provides advanced design, development, testing, maintenance, and oversight of university, college, or division web and intranet sites and other similar web-based media to ensure optimal performance and availability.

### Supervision Given & Received:

**Primary Responsibilities:** Works with clients and technicians to identify and deliver required web, intranet, mass e-mail, and digital signage services. Ensures American with Disability Act (ADA) compatibility for web and related projects. Installs, configures, tests, maintains, monitors, and troubleshoots associated websites, intranet, mass e-mail, and digital signage technologies. Develops complex architectures and system designs in multi-tiered and distributed environment based on business needs. Develops, tests, and maintains web pages for university, college, and division sites and moderately complex information technology solutions utilizing dotCMS content management system. Develops and modifies templates and tools within the dotCMS content management system. Participates with clients in the analysis of business-process/information flow and the creation of appropriate applications models. Receives and responds to incoming communication regarding web, intranet, mass e-mail, and digital signage issues. Performs other related duties as assigned.

**Other Specifications:** Technical skills including extensible hypertext language (XHTML), cascading style sheets (CSS), PHP hypertext preprocessor (PHP), jQuery, JavaScript, and structured query language (SQL) as well as advanced knowledge of graphic and web design tools such as Adobe Photoshop and Dreamweaver. Solid understanding of computer programming, user interface design, and information architecture. Ability to take web design projects from concept and design/mockups to finished XHTMLCSS. In addition, knowledgeable in communicating technical information to non-technical audiences and interacting with a variety of people to gather information and requirements. Effective interpersonal skills, strong written and oral communication skills, and a strong customer-service orientation are required. This position involves the ability to set priorities and procedures for accomplishing work based on previous experience and knowledge of organizational policies and procedures. Work is of moderate technical complexity and issues are resolved based on knowledge from experience and/or college level courses. Policy interpretation is limited to situations which have been previously defined and where parameters have been established. May be called in when off shift to work an extended shift. Special procedures sometimes require extended hours. Some travel required. Care and attention is required in the performance of duties to prevent injury to self and others.

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.