



Job Description

TITLE:	Internet Developer	JOB CODE:	3245
DEPARTMENT:	Information Technology	FLSA:	Non-Exempt
PREPARED:	November 2005	UPDATED:	August 31, 2020

Summary: Under general supervision, develops and maintains the San Juan County website and intranet using web development software; completes the development process from diagram to production to publication to make County information available to the public.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Enhances, modifies and maintains the County website and intranet site using the latest Microsoft development software.
- Utilizes the server architecture and server function in the local area network to create efficient and effective functions.
- Maintains, administers and troubleshoots the web development and application software; oversees the servers on a continual basis to avoid malicious attacks and hackers.
- Pulls information from the development server and republishes it to the application server; monitors content during this process to ensure effectiveness.
- Researches new products and consistently evaluates the changes in software and software development tools.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of the methods and processes in web development.
- Knowledge of programming logic and application.
- Knowledge of different server platforms and tools and related development processes.
- Knowledge of network protocols, local area network architecture and security processes.
- Knowledge of County policies and procedures.
- Skill in developing and maintaining websites and the intranet.
- Skill in implementing systems security procedures and protocols.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.
- Skill in communicating effectively, both orally and in writing.
- Skill in planning and implementing policies and procedures.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in the use of a personal computer, networks, servers and related components.

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Education and Experience

- Associates degree in Computer Science and four (4) years experience in a computer network environment.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____