

JOB DESCRIPTION
January 2025

Placer County Office of Education
1400 W. Stanford Ranch Rd.
Rocklin, CA 95765

WEB APPLICATIONS DEVELOPER

General Purpose:

A Web Applications Developer is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Web Applications Developer designs, develops, documents, and supports internet technology applications and database driven websites; performs a variety of professional, technical and analytical services involving web site and database programming; assists users in the development, modification, and troubleshooting of client-server database applications; and prepares program documentation and operating procedures.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Assists other personnel for the purpose of supporting Placer County Office of Education (PCOE) staff and clients by designing, developing, producing and supporting database driven web sites to meet current and future program needs.
- Coordinates with other staff for the purpose of application training.
- Evaluates database integration, performance, integrity and security for the purpose of managing hardware/software configurations, including set-up, maintenance, back-up and purchase of hardware/software equipment upgrades.
- Prepares written materials (e.g., reports, memos, letters, etc.) for the purpose of preparing documentation for completed systems and programs.
- Recommends and develops standards, policies and procedures for the purpose of implementing database systems and technology in a client-server environment.
- Researches new technology for the purpose of developing web site and database administration procedures as well as develops flow charts, operating instructions and user manuals.
- Supports PCOE web site for the purpose of designing, developing and producing intranet applications as well as internal operations and local area network administration.
- Maintains current knowledge of program rules and new legislation, and distributes information to managers.
- Drives throughout the county/region for business purposes.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration and Reform and Control Act.
- Must have access to reliable transportation for travel.

Education:

- A Bachelor's Degree in a related field is preferred.

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Experience:

Web Applications Developer:

- Job related experience with increasing levels of responsibility is required.
- Experience with MS Visual Studio and MS SQL Server.
- Experience with Internet Information Services (IIS).
- Four (4) years of job related experience with increasing levels of responsibility is preferred.
- Experience with MS Visual Studio and MS SQL Server.
- Experience with Internet Information Services (IIS).

Knowledge, Skills, and Abilities:

- Knowledge to perform advanced math.
- Knowledge to read technical information, compose a variety of documents and/or facilitate group discussions and solve practical problems.
- Knowledge of personal computer hardware and software.
- Knowledge of client-server and networked systems.
- Knowledge of database design and management.
- Knowledge of web programming languages, technologies and techniques.
- Knowledge of web page layout, design and graphic illustration.
- Knowledge of standard programming concepts, practices and procedures.
- Knowledge of ASP.Net (Visual Basic preferred).
- Knowledge of T-SQL.
- Skills to perform multiple technical tasks with a frequent need to upgrade skills due to changing job conditions.
- Ability to communicate clearly in oral and written form, and interact with users and staff in non-technical, clear terms.
- Ability to demonstrate initiative and act independently.
- Ability to work under time constraints to meet deadlines.
- Ability to set priorities and make decisions on a variety of complex matters.
- Ability to schedule a number of activities.
- Ability to gather, collate and/or classify data.
- Ability to coordinate a significant number of factors in the use of equipment.
- Ability to work with a diversity of individuals and/or groups under a variety of circumstances.
- Ability to analyze data using defined but different processes.
- Ability to use a wide variety of equipment for a variety of purposes under different conditions that require an understanding of various methods of operations.
- Ability to problem solve to analyze issues, create plans of action and reach solutions.
- Ability to understand object oriented principles.

Required Testing:

- Basic computer skills

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Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

Physical Requirements:

- The usual and customary methods of performing on the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary. The Placer County Office of Education is an equal opportunity employer.

FLSA Status: Non-exempt

Employee Group: Classified

Salary Grade: 41.0

Reviewed and Approved:

Supervisor: _____

Date: 1-6-25

Human Resources: _____

Date: 1-6-25