

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: WEBSITE DESIGNER/DEVELOPER

Reports To: Designated Supervisor

UW Job Code: 3015

UW Job Family: 38 - Computer Professional

SOC Code: 15-1254

FLSA: Exempt

Pay Grade: 22

Date: 10-2-00 (revised 7-1-02; 7-1-04; 1-6-06; 7-1-08; 7-1-13)

JOB PURPOSE:

Design, develop and maintain the University's main website; gather and publish information on designated web pages using web-based software tools. Assist others with their departmental websites.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Design, develop and maintain the University's main and subordinate website pages by using web-based software tools.
- Assist departments with the design and/or development of college/department level websites. Help users troubleshoot college/department websites.
- Market the University's website for greater visibility and accessibility.
- Check and correct links throughout the University system; troubleshoot problems with appropriate personnel.
- Coordinate with other web users to develop policy recommendations for appropriate use of web resources.
- Discuss and/or refer technical issues to the appropriate personnel in the Division of Information Technology.

SUPPLEMENTAL FUNCTIONS:

- Follow trends in web development and software products and recommend integration within University system.
- Provide graphic support for websites and publications.

COMPETENCIES:

- Attention to Detail
- Work Tempo
- Service Orientation
- Technical/Professional Knowledge
- Quality Orientation
- Initiative

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in a related field**

Experience: **1 year work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Established programming procedures and programming languages.
- Internet/intranet network systems.
- Principles, procedures, and standards of integrated website structuring and design.
- Electronic filing systems and document archives.
- Computer applications for website development.
- Current alternatives in available website software and hardware.
- Current authoring languages, editing and authoring tools, and related website technologies.
- Internet operations and functionality, and a wide range of internet programming and design tools.
- Computer graphics development and layout.
- HTML, DHTML, CSS, ASP, JavaScript, PHP, web page creation, and website maintenance.

Skills and Abilities to:

- Effectively manage time and schedules.
- Work independently and as a member of a team.
- Proofread and edit.
- Use computerized page layout and design software.
- Evaluate new and evolving website technologies.
- Plan effective and organized website (s).
- Work effectively with a wide range of constituencies in a diverse community.
- Troubleshoot, run tests, analyze, and resolve website problems.
- Design/maintain web links.
- Evaluate/enhance website performance.
- Provide graphic support.
- Develop policy recommendations related to website development/usage.

- Translate technical information into user-friendly program documentation.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment; regular exposure to video terminal displays.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.