

Job Series Matrix

Job Family: Information Technology Systems		Job Series: Web Developer	
Job Series Summary: Responsible for the creation and maintenance of websites. This includes designing, building and implementing web-based applications and tools that leverage available technology infrastructure.			
Job Title: Web Developer 1	Job Title: Web Developer 2	Job Title: Web Developer 3	Job Title: Web Developer 4
Job Code: 4871	Job Code: 4872	Job Code: 4873	Job Code: 4874
Grade: G	Grade: H	Grade: J	Grade: L
Exemption: Non-exempt	Exemption: Exempt	Exemption: Exempt	Exemption: Exempt
Effective/Revision Date: 04/01/2015	Effective/Revision Date: 04/01/2015	Effective/Revision Date: 04/01/2015	Effective/Revision Date: 04/01/2015
Job Purpose	Job Purpose	Job Purpose	Job Purpose
Under direct supervision, build and maintain websites and implement new web pages based on existing platforms and using existing tools. Perform day-to-day website administration.	Create and maintain websites. Design, build, and implement new, high quality, high performance web-based applications and tools that maximally leverage available technology infrastructure.	Create and maintain websites. Design, build, and implement new, high quality, high performance web-based applications and tools that maximally leverage available technology infrastructure.	Design, develop, and manage web applications, databases, and interfaces; manage web development projects and participate in cross-organizational technology strategy teams.
Core Duties	Core Duties	Core Duties	Core Duties
<ul style="list-style-type: none"> Implement and maintain content management systems, including installation, configuration, theme and plug-in integration, and ongoing support of departmental liaisons using existing platforms and tools. Support the development and maintenance of web applications, including building search indexes, integrating web designs, and building small collection websites. Monitor and report on website traffic and performance. Perform periodic website audits. Perform maintenance duties, such as scripting, adding new content to collections, rebuilding indexes, and maintaining templates and supporting pages. Update web pages to ensure site accuracy and currency; perform light web design. Interface with existing database, using existing data and discovery tools user interfaces, and tools for specific discovery and delivery environments, such as library online catalogs, to access data stored on web services. Produce online content, animated gifs, static buttons, and email and landing pages under the direction of senior web developer and content manager. Perform development and maintenance programming for web pages and web applications. Build small applications. 	<ul style="list-style-type: none"> Design, implement, and deploy web-based applications and websites from initial design and architecture through development, test, and deployment. Implement and maintain content management systems, including installation, configuration, troubleshooting, and creation of Stanford-specific modules. Evaluate third-party modules for functionality, accessibility, security, and maintainability. Perform selected website administration duties for existing clients. Ensure web server and site technical performance. Create web pages and tools for Stanford websites using core technologies. Create and/or modify clean, well-structured, search engine optimization-friendly documented code. Provide technical expertise in front- and back-end web development. Support web infrastructure by providing end-user support, applications maintenance, product evaluation, back-end development, and internal management tools. Interpret website design and layout visually in a creative, contemporary style and fully integrated manner. Ensure high quality and consistent look and feel across multiple devices and browsers. Optimize the display of original online content, and 	<ul style="list-style-type: none"> Design, implement, and manage web-based applications, databases, and interfaces from initial design and architecture through development, test, and deployment. Implement and maintain content management systems, including installation, configuration, troubleshooting, and creation of Stanford-specific modules. Develop and deploy upgrade/migration plans for content management systems. Perform web platform analytics; identify and work in collaboration with departments and units to resolve strategic and university-wide problems. Develop and deploy web applications and client-side web interface components that interact with relational database management systems that integrate with Stanford's web, authentication, and authorization infrastructure. Evaluate and implement new programming languages and technologies. Provide life-cycle management for software and code. Design and document data structures, architecture, and process flows for websites, web-based applications, and databases. Mentor, oversee, and check the work of other staff on technical matters. Conduct security reviews of applications written by other developers. Design, coordinate, and troubleshoot integrations, 	<ul style="list-style-type: none"> Engage in long-term strategic planning with regard to web development, with the goal of identifying future needs, means of resolving these needs, possible obstacles, and necessary courses of action. Act as project leader on large-scale web projects in which strong technical, directional, and personal leadership is necessary. Provide thorough analysis of relevant factors to plan upgrades, patch installation, and configuration; prototype new user interfaces for web applications and services. Develop and deploy web applications that interact with relational database management systems and integrate with Stanford's web, authentication, and authorization infrastructure. Develop and deploy dynamic client-side web interface components and collaboration technologies, such as wikis, blogs, social networking, and third party technologies. Design and document data structures, architecture, and process flows for websites, web-based applications, and databases. Prepare complex technical documentation. Recommend client-specific programming and development strategies. Create, review, and audit procedures to implement Stanford security policies and practices, including

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<ul style="list-style-type: none"> Evaluate and support user needs, and recommend solutions within existing platforms; maintain and develop documentation and how-to guides for customers. Perform selected website administration duties for existing clients. Ensure web server and site technical performance. Perform light troubleshooting and first line support. 	<p>collaborate with content manager to produce animated gifs, static buttons, and email and landing pages.</p> <ul style="list-style-type: none"> Work with site architects to develop and document functional specifications based on requirements gathered from stakeholders. Support the implementation of life-cycle. Help develop and deploy upgrade/migration plans for existing content management system as needed. 	<p>components, and infrastructures to run enterprise class website.</p> <ul style="list-style-type: none"> Research, evaluate, and enforce web standards for usability and accessibility. Develop and enforce Stanford programming and application design standards. Facilitate vendor relationships. 	<p>Restricted Data classifications. Conduct security reviews of applications.</p> <ul style="list-style-type: none"> Recommend, evaluate, and monitor current Internet technologies, web-related programming languages, and software technologies. Develop and enforce programming and application design standards.
<p>Minimum Education and Experience Required</p>	<p>Minimum Education and Experience Required</p>	<p>Minimum Education and Experience Required</p>	<p>Minimum Education and Experience Required</p>
<p>Associate degree and two years of relevant experience or a combination of education and relevant experience.</p>	<p>Bachelor's degree and three years of relevant experience or a combination of education and relevant experience.</p>	<p>Bachelor's degree and five years of relevant experience or a combination of education and relevant experience.</p>	<p>Bachelor's degree and eight years of relevant experience or a combination of education and relevant experience.</p>
<p>Minimum Knowledge, Skills and Abilities Required</p>	<p>Minimum Knowledge, Skills and Abilities Required</p>	<p>Minimum Knowledge, Skills and Abilities Required</p>	<p>Minimum Knowledge, Skills and Abilities Required</p>
<ul style="list-style-type: none"> Good customer service skills and ability to explain technical features to non-technical customers/clients. Familiarity with a range of programming and scripting languages. Clear understanding of web standards and usability methods. In-depth knowledge of content management systems, such as Drupal, including the ability to perform standard installations and configurations. Demonstrated proficiency building applications in a web development framework. In-depth knowledge of HTML, CSS, JavaScript, and related website development technologies and software. Understanding of systems integration and various web devices and environments. Ability to design and implement web services. Familiarity with authentication and access control. Knowledge of website delivery best practices. 	<ul style="list-style-type: none"> Excellent communication and interpersonal skills. Demonstrated ability to develop web content management systems. Demonstrated ability to develop complex websites and web applications using open source tools, languages, libraries, and current standards-compliant code. Knowledge of web content development and cloud services. Expert level knowledge of front-end development languages and ability to hand code HTML, CSS, and JavaScript. Solid understanding of web standards and usability methods. Expert knowledge of content management systems, such as Drupal, including the ability to perform standard installation and configuration. Demonstrated ability to write, compile, test, debug, and deploy software. Knowledge of web analytics tools and related analyses. Ability to design and manage relational databases. Ability to design and implement web services. Ability to interact positively with and build consensus among a diverse group of colleagues, clients, and senior leadership. 	<ul style="list-style-type: none"> Excellent communication and interpersonal skills. Demonstrated significant experience developing for web content management systems. Demonstrated significant experience in developing websites and web applications using open source tools, languages, libraries, and current standards-compliant code. Ability to hand code HTML. Demonstrated ability to write, compile, test, debug, and deploy software on UNIX-like platforms and web servers. Knowledge of web analytics tools and related analyses. Ability to design and manage relational databases. Ability to design and implement web services. Ability to interact positively with and build consensus among a diverse group of colleagues, clients, and senior leadership. Ability to understand and manage greater web environment. Ability to design and integrate complex web enterprise systems. Familiarity with browser devices and platform differences and idiosyncrasies, and ability to develop workarounds to accommodate specialized user/client needs and device platforms. 	<ul style="list-style-type: none"> Ability to develop a vision for computing needs and to develop appropriate plans to meet these needs. Demonstrated ability to manage projects and work as a member of a development team. Ability to identify, clarify and resolve complex problems which may span multiple areas or technical fields. Ability to use a proactive approach to problem solving to develop preventive measures. In-depth understanding of internet technologies and protocols. Experience developing websites and applications using open source tools. Demonstrated working knowledge of development environments. Expert programming skills, including the ability to write, compile, test, debug, and deploy software on multiple platforms and web servers. Demonstrated working knowledge of authentication technologies and software security concepts. Experience with delivering finished sites/applications to clients and responding to their needs for quality control, follow up service, and maintenance. Familiarity with browser devices and platform differences and idiosyncrasies, and ability to develop workarounds to accommodate specialized user/client needs and device platforms. Ability to direct a team and serve as a team leader.

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| Certificates and Licenses Required |
|---|---|---|---|
| None | None | None | None |
| Physical Requirements | Physical Requirements | Physical Requirements | Physical Requirements |
| <ul style="list-style-type: none"> • Constantly perform desk-based computer tasks, grasp lightly/fine manipulation. • Frequently sitting. • Occasionally stand/walk, use a telephone. • Rarely writing by hand, lift/carry/push/pull objects that weigh up to 10 pounds. • Strong visual acuity. | <ul style="list-style-type: none"> • Constantly perform desk-based computer tasks, grasp lightly/fine manipulation. • Frequently sitting. • Occasionally stand/walk, use a telephone. • Rarely writing by hand, lift/carry/push/pull objects that weigh up to 10 pounds. • Strong visual acuity. | <ul style="list-style-type: none"> • Constantly perform desk-based computer tasks, grasp lightly/fine manipulation. • Frequently sitting. • Occasionally stand/walk, use a telephone. • Rarely writing by hand, lift/carry/push/pull objects that weigh up to 10 pounds. • Strong visual acuity. | <ul style="list-style-type: none"> • Constantly perform desk-based computer tasks, grasp lightly/fine manipulation. • Frequently sitting. • Occasionally stand/walk, use a telephone. • Rarely writing by hand, lift/carry/push/pull objects that weigh up to 10 pounds. • Strong visual acuity. |
| Working Conditions | Working Conditions | Working Conditions | Working Conditions |
| | | | |
| Work Standards | Work Standards | Work Standards | Work Standards |
| <ul style="list-style-type: none"> • Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations. • Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned. • Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, http://adminguide.stanford.edu/. | <ul style="list-style-type: none"> • Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations. • Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned. • Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, http://adminguide.stanford.edu/. | <ul style="list-style-type: none"> • Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations. • Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned. • Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, http://adminguide.stanford.edu/. | <ul style="list-style-type: none"> • Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations. • Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned. • Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, http://adminguide.stanford.edu/. |