



# OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

## JOB DESCRIPTION

<b>Job Title:</b> Web Developer	<b>Grade:</b> 14
<b>Division:</b> COMMUNICATION & EDUCATION	<b>Job Code:</b> 0355
<b>Reports To:</b> Communication & Education Supervisor	<b>FLSA Status:</b> Exempt

### SUMMARY OF ESSENTIAL JOB DUTIES

Under the supervision of the Communication & Education Supervisor, is responsible for the agency's websites. Develops visually appealing front end website layout and design, functional databases and applications. Maintains and updates content for accuracy, timeliness, and usability. Implements communication campaigns and education programs. Reviews web analytics and identifies and recommends changes to the website to increase efficiency and usability. Assists with other communication channels as needed such as social media, writing, photography, graphic design, and videography.

### JOB DUTIES

Builds, designs, and maintains website and website-related software applications and security updates. Designs, writes, and edits website content. Ensures content is accurate and up to date.

Executes assignments with the use of web applications, scripts, and programming language such as HTML, CSS, JavaScript, PHP and APIs. Integrates multimedia into the site.

Creates or finds solutions for identified issues.

Consults with others to identify needs for the agency, divisions and Department programs. Coordinates website activity so that it is timely and relevant.

Stays current with developments and changes in web publishing techniques and with emerging technologies. Reviews and test new software applications for potential use in web design.

Serves as a representative of the agency. Responds to public emails and phone calls.

Monitors website to ensure cross-platform functionality, navigability, usability, and accessibility of agency website.

Develops procedures for web committee and general production procedures. Provides training to personnel in the maintenance of web pages.

Troubleshoots problems associated with web applications and/or web pages. Evaluates operations and recommend improvements and modifications of web programs and procedures.

Serves on team managing agency's presence in social networking sites including Facebook, Twitter, and other similar community sites, posting on relevant blogs, and seeding content into social applications as directed.

Reviews website statistics and monitor analytics.

Performs other duties as assigned.

**Must have the ability to:**

- Lift and carry materials up to 40 pounds.
- Establish and maintain effective working relationships, work independently, and be professional and courteous with the public, employees, and other agencies.
- Communicate clearly and effectively in public speaking situations and be able to express oneself clearly and concisely in writing.
- Use personal computer and various office equipment.
- May be required to occasionally work extended hours and weekends.

**REQUIREMENTS:**

**Education and Experience:** Bachelor's Degree in Computer Science, Web Design and Development, or related field. Preference will be given for experience in Content Management Systems.

Or, twenty-four hours of computer science from an accredited College, University or Technical School and three years of experience in building and maintaining websites may substitute for the bachelor's degree.

**Knowledge and Skills:** Preference will be given to candidates who have experience in the following: Drupal, HTML5, JavaScript, CSS3, PHP, CMS, IIS (Internet Information Services).