Position Description

POSITION TITLE: Website Developer

REPORTS TO: Software Development Manager

SUPERVISES THE FOLLOWING POSITIONS:

SUMMARY FUNCTION: Responsible for developing and maintaining key areas of The Florida Bar website, related microsites and other online properties. Work with various technologies, including WordPress, PHP, HTML, CSS, JavaScript and MySQL to complete assigned tasks. Troubleshoot website issues, attend team meetings, evaluate task requirements and provide time estimates.

<table>
<thead>
<tr>
<th>% of Time</th>
<th>Essential Duties and Responsibilities</th>
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<tbody>
<tr>
<td>35</td>
<td>Website Development:</td>
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<td>35</td>
<td>Website Maintenance:</td>
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<td>Troubleshoot assigned website issues, evaluate possible solutions and implement best option. Enhance existing website areas. Improve workflows, online data gathering and content management. Optimize individual web pages for usability, accessibility, download speed, search engine crawling and social network integration.</td>
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<td>10</td>
<td>Support:</td>
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<td>Provide Tier III level support of website problem resolution support for staff. Coordinates with Help Desk and other IT staff to determine problem resolutions and priorities, also monitors resolution progress and follow-up.</td>
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<td>10</td>
<td>Project/Task Management:</td>
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<td>Manage work on assigned website development projects. Assist and review work of other IT Staff or third-party developers when implementing changes to the website.</td>
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<td>10</td>
<td>Administration:</td>
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<td>Timekeeping, Documenting Procedures, Planning (as assigned), Purchasing (as assigned).</td>
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Non-Essential Duties and Responsibilities:

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THE POSITION:

Knowledge of:
- Pertinent system software, computer equipment, work processes, applicable regulations
- Best practices and principles of modern web development
- Implementation of responsive website designs
- HTML, CSS and JavaScript frameworks
- Content management systems
- Web accessibility

Skilled in:
- WordPress
- PHP
- HTML
- CSS
- JavaScript
- jQuery
- Twitter Bootstrap
- SQL
- Git or SVN a plus
- Previous Java or Salesforce experience a plus

Ability to:
- Write clean code
- Work in a team environment
- Interpret policies and procedures
- Troubleshoot, identify and solve problems
- Communicate effectively and professionally, both verbally and in writing
- Interact effectively and courteously with a wide variety of people
- Consistently provide an excellent service-oriented attitude
- Manage a workload
- Organize and prioritize work
- Maintain a high level of confidentiality
- Use discretion and independent judgment

MINIMUM EDUCATION AND WORK REQUIRED FOR THE POSITION:

Required Minimum Education:
Bachelor's Degree in a computer or related field (proof of degree required at interview).

Required Minimum Professional Work Experience:
Two (2) years of web development, administration and support experience.
Required Licensure Certification(s):
N/A

Other Job Related Requirements for the Position (e.g., work schedule, physical and mental requirements, language requirements, overtime, travel, use of equipment/machines, etc.):
- Work Schedule - Normal business hours are 8:00 a.m. - 5:30 p.m. Mon-Fri (occasional nights and/or weekends).
- Travel - Minimal travel requirements. Potential travel times include: Training, Conferences and Software Implementation.
- Ability to sit for long periods of time, hear and converse over the telephone, and key/work frequently on a computer.
- Ability to lift 5 to 10 lbs.

Additional Information:
Additional related experience may substitute for the degree on a year-for-year basis.

This job description is not a contract for employment and The Florida Bar reserves the right to make any necessary revisions on the job description at any time without notice.