BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Web Developer

DEPARTMENT: Information Technology

FUNCTION: Maintenance and administration of the Bergen Community College website. This position requires hands-on technical Web Developer/Designer experience to develop, design, and propose changes to the website.

REPORTS TO: Managing Director of Administrative Systems

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Day-to-day maintenance of web content including photos, video, webcasts, podcasts and other media.
2. Design and create new web pages with Communication Director; lead the planning, development, design, and implementation of new web applications.
3. Ensure a visually consistent site by adhering to relevant standards, guidelines and policies and promoting uniform fonts, formatting, icons, images and layout techniques.
4. Implement strategies for front end experience, site structure/information architecture, and back end technical resources.
5. Work with web content managers to maintain content, develop new pages and sites, enhance functionality, and ensure cross-browser and cross-device quality of the school’s online content.
6. Design and develop web sites for student content generated in classes/courses.
7. Create high quality web graphics and responsive design templates as required.
8. Train faculty and staff to use web technologies.
9. Assess new standards, technologies and trends, and use that information to recommend strategies and techniques for enhancing the web site.
10. Issue periodic reports of site traffic to improve search engine optimization.
11. Ensure site is ADA compliant on multiple platforms and browsers.
12. Recommend changes to existing functions, systems, processes, and implement new ones to improve efficiency and effectiveness of the web site and new media communications.
13. Ensure the web site features cutting-edge functionality and user-centered design, possibly including an intranet or secure-access portions of the web site.
14. Performs additional tasks or duties as assigned by the Managing Director of Administrative Systems or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy.

- Proficient in WordPress, Drupal, PHP, HTML5, XML, Adobe PhotoShop, AdobeFlash, XHTML, and CSS Photoshop, Illustrator, JavaScript and MySQL required; familiar with other languages, environments, frameworks and standards is desirable.
- Experience with server side programming and knowledge of Illustrator, MS Visual, Web Developer, and ASP/ASP.NET and MS SharePoint are a plus.
- Demonstrated experience developing complex sites featuring dynamic interaction, rich content, embedded forms, audio and video.
- Strong understanding of web services, design and information architecture.
- Experience implementing content management systems, RSS feeds, blogs and other emerging user community-building techniques.
- Ability to work with many different user groups with varying levels of web savvy including staff, faculty and students.
- Possess effective oral and written communication skills, excellent listening skills and have the ability to analyze business needs and create technical solutions for those needs.

Exhibits strong skills in:
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Bachelor’s Degree in a relevant area of study or equivalent experience is required.

Experience: A minimum of 3 years’ experience in web development and design is required.

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THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE