Web Developer

Job Title: Web Developer
Department: Information Technology (IT)
Reports To: Director of Information Technology
FLSA Status: Non-Exempt

SUMMARY: Under the direction of the Director of Information Technology, the Web Developer is responsible for creating and maintaining CalMHSA's web site. Architect, develop and implement internet-software-based solutions to challenges faced by CalMHSA, California's counties, or other groups, entities, affiliates, etc. CalMHSA serves. This position builds out the Presumptive Transfer portal, enabling a single point for CA counties to adhere to AB1299, ensuring counties reasonable timelines for reimbursement regarding payments for foster youth mental health services.

The Web Developer covers web and database server administration (including server hardening and ensuring a secure and HIPAA-compliant network where necessary), management of some internal websites, and occasional interfacing with county employees and contractors regarding CalMHSA-managed content. Application (O365) administration and server/data access management. This position Creates and manages the tools that directly or indirectly help the company and its team member to automate process. The Web Developer also provides services to all Californians in the Mental Heal space. This position is responsible for the maintenance, updates and security of the website.

DUTIES AND RESPONSIBILITIES (include but are not limited to):

- Builds, designs, and maintains all company applicable websites,
- Designs, writes, and edits website content.
- Creates solutions for identified problems or bugs.
- Executes assignment with the use of web applications, scripts and programing languages.
- Develops and validates test routines to ensure the quality of the external and internal interface.
- Maintains a professional understanding of web development by tracking trends.
- Accomplishes company goals by accepting ownership of new and different requests.
- Develop databases that support Web applications and Web sites.
- Perform Web site tests according to planned schedules, or after any Web site or product revision.
- Perform or direct Web site updates.
- Maintain understanding of current Web technologies or programming practices through continuing education, reading, or participation in professional conferences, workshops, or groups.
- Design and implement Web site security measures, such as firewalls and message encryption.
- Incorporate technical considerations into Web site design plans, such as budgets, equipment, performance requirements, and legal issues including accessibility and privacy.
- Other duties, as assigned.

QUALIFICATIONS -

EDUCATION and/or EXPERIENCE:

Requires a BS/BA in IT related study, or IT/Networking Certification, or the 3-5 years of qualifying data administrator experience.

To perform this job successfully, an individual must be able to perform each essential functions satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Ability to write and edit technical documentation.
- Hands-on experience as a web developer.
- Experience supporting websites and web servers.
- A solid understanding of how web applications work including security, session management, and best development practices.
- Provides leadership to other System Admins in the form of training, coaching, assigning tasks and overseeing work results.
- Resourceful, detailed-oriented and organized.
- Confidentiality and integrity focused.
- Strong organizational skills to juggle multiple tasks within the constraints of timelines and budgets with business acumen.
- Problem-solving aptitude.
- Excellent interpersonal and communication skills – working with all levels of employees and vendors.
- Has a strong desire to succeed in the face of adversity and demonstrates the willingness to push through challenges associated with changes and new business development.
- Must be willing to travel/commute, when necessary.

LANGUAGE SKILLS and MATHEMATICAL SKILLS - Demonstrate the ability to read, comprehend, and respond appropriately through written or verbal form; demonstrate tactfulness when communicating including internal communication with staff members of all levels; ability to communicate with a variety of audiences effectively. Ability to add, subtract, multiply, and divide in all measure units, using whole numbers, common fractions, and decimals.

REASONING – Demonstrate the ability to effectively apply common sense and follow through to daily tasks; demonstrate the ability to work with little or no supervision; demonstrate excellent analytical skills; demonstrate the ability to efficiently conduct research and ask appropriate probing questions to complete necessary tasks.

PHYSICAL DEMANDS - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit and stand; use phone and headset; use hands, arms, finders to type; answer phones; write; use calculator; demonstrate strength to lift and carry materials weighing up to 10 pounds; demonstrate clear vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; and drive a motor vehicle on public roads and highways.

SENSORY DEMANDS - The incumbent must spend long hours in intense concentration. The incumbent must also spend long hours on the computer entering information which requires attention to detail and high levels of accuracy.

MENTAL DEMANDS - There are a number of deadlines associated with this position, which may cause significant pressure. The incumbent must also deal with a wide variety of people on various issues.

REGULAR WORK SCHEDULE – Varies depending on business needs; however, company normal business hours are 8:00am to 5:00pm, Monday – Friday.