



GENEVA COMMUNITY UNIT SCHOOL DISTRICT 304
FROM THE OFFICE OF HUMAN RESOURCES

TO: Dr. Kent Mutchler

FROM: Craig Collins

RE: Web Application Specialist – Job Description

DATE: December 7, 2011

One of our technicians in the technology department retired at the end of June. This was a 7 hour a day, ten month position. Rather than simply try to fill this position, Ms. Janowiak and her staff have reassessed staffing needs in the department. In an attempt to better serve students and staff in the District, Elizabeth Janowiak made the following recommendations earlier this fall:

1. The technician position in the technology department not be filled
2. Create a new position - Web Application Specialist (5.75 hour a day, ten month position)
3. Increase the technology assistant position at the high school from 5.75 hours a day to 7 hours a day (nine month position)

We are now ready to move forward with item #1 and #2 above. Item #3 has already been implemented.

This proposal will result in a small cost savings to the District (one less month of District-paid benefits) and will enable one of our staff members in the technology department to focus on the development and integration of current and future online tools, cloud resources, and synchronized data. This position will handle web programming, SharePoint designing and deployment, and SQL scripting, filling a critical void in the technology department skill set.

A job description for the position of Web Application Specialist is attached.

I recommend approval of this new position and the elimination of one of the technician positions in the technology department.

Should you have a question regarding this new position, please contact me.

**GENEVA COMMUNITY UNIT SCHOOL DISTRICT #304
JOB DESCRIPTION**

JOB TITLE: Web Application Specialist

The Web Application Specialist supports browser-based and web based application development, integration, and standardization efforts for Geneva CUSD 304. This position will work closely with the technology department, the communication coordinator and other department staff to define, develop, test, deploy, and document software tools and applications that support the ongoing systems integration and emergent web-based needs of the district. This includes the support of current systems as well as the development of new tools that optimize information management operations supporting the educational and business process requirements of Geneva CUSD 304.

QUALIFICATIONS:

- Technology / web application coursework or degree preferred.
- Web application development work experience in a variety of coding environments as noted below
- Strong design, coding, testing, documentation, and debugging skills
- Knowledge of version and revision control practices and procedures
- Demonstrated skill in varied database/development environments, including but not limited to:
 - SQL, including programming interactions with back-end SQL queries/databases
 - XML, HTML
 - Microsoft .Net, ASP.Net development environments
 - LDAP querying/integration
 - PHP
 - SharePoint 2010 and SharePoint Designer 2010
 - Adobe Creative Suite 5.5 Web Premium
- Desired familiarity with the following environments
 - Windows Server 2008
 - Exchange 2008
 - VM Ware
 - Mobile OS (Android, iPhone, Windows 7)
- Strong communications / interpersonal skills
- Ability to work independently
- Must be pro-active; able to identify, advocate for, and produce enhancements within a specified timeline
- Must be organized and detail-oriented
- Ability to work flexible hours, as well as perform work remotely when required.

DUTIES

- Assist with developing and executing communication strategies and objectives in support of Geneva CUSD 304 Goals and Action Plan
- Liaise with Network Manager / Communication Coordinator / Data Analyst and other stakeholders to integrate current/pending system components and processes with Website and Intranet as needed
- Accurately and clearly document all phases of web based development and integration projects
- Provide input into end-user training / professional development efforts
- Support ongoing initiatives for web/portal-based tools (i.e. SharePoint, Naviance, HAC, etc) facilitating web-based / mobile platform information access
- Prepare regular reports of web traffic and analyzes visitor trends.
- Stay abreast of industry trends and make recommendations for improving systems
- Continually enhance job performance by participating in appropriate professional growth activities and maintaining knowledge of applicable technologies, including scripting, security issues, authoring tools, and graphic design applications
- Perform other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

- 10 Month position, 28.75 hours per week
- District-wide position