



## **Job Specification**

**Job Title: Web Developer, Associate**  
**BCAT Code: 603X CV**  
**Pay Grade: G14**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Non-Exempt**

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### **General Description**

Provides entry level technical expertise in planning, developing, testing, and documenting web-based computer application programs, and ensures that program modules conform to coding standards under close supervision.

### **Examples of Duties**

- Assists in business process analysis.
- Assist in evaluating end-user requests for new or modified web-based computer programs.
- Assists in providing support for large scale web-based relational database applications.
- Assists in converting project specifications into logical web-based computer codes.
- Assists with data conversion into a variety of formats and medium.
- Assists in preparing flow charts and diagrams.
- Writes reports, trains university staff, and consults with customers/clients.
- Assists in formulating plans to develop web-based programs
- Tests, documents, and performs quality assurance on programs as well as entering codes.
- Performs other technical duties as assigned.

### **Knowledge, Skills and Abilities**

- Knowledge of data processing principles, practices, and equipment.
- Knowledge of large web-based systems and event driven programming.
- Ability to multi-task, train staff, and use independent judgment.
- Knowledge of Windows, voice response systems, and programming languages (COBOL, C, C++, Visual Basic, Pearle, Java, relational databases (Oracle), middleware, HTML/XHTML, DHTML, CSS, RedDot CMS, Macromedia Flash, W3C standards, and 508 guidelines.
- Effective time management, customer service, analytical, and organizational skills.
- Effective oral and verbal communication with external and internal customers.

### **Minimum GSU Hiring Standards**

A bachelor's degree and one year of related experience; or a combination of education and experience.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*