UNIVERSITY OF SOUTHERN CALIFORNIA
Web Developer Supervisor
Job Code: 165667

Grade: TL
OT Eligible: No
Comp Approval: 9/12/2008

JOB SUMMARY:
Supervises the design, development and implementation of front-end and back-end applications for Web sites.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

--- E --- Supervises subordinate staff. Recruits, screens, hires and trains staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels, disciplines, and/or terminates employees as required.

--- M --- Manages Web development project teams within budget and project schedule.

--- M --- Designs and codes superior technical solutions.

--- M --- Establishes and communicates Web-based best practices and design patterns for use within assigned area.

--- M --- Discusses new features with designers and other university teams, giving input on what is technically feasible.

--- M --- Manages the resolution of Web site technical support issues.

--- M --- Recognizes system deficiencies easily and implements effective solutions.

--- M --- Creates and executes project work plans and revises as appropriate to meet changing needs and requirements.

--- E --- Establishes protocol and procedure standards for Web site security.

--- E --- Networks with professional counterparts inside and outside the university. Participates in professional associations to stay informed of new developments and technologies. Makes recommendations to senior management regarding technology changes based on developments in field and business needs.

--- E --- Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

--- E --- Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:
Essential: No
In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
- Bachelor’s degree
- Combined work experience and education as equivalent

Minimum Experience:
- 5 years

Minimum Field of Expertise:
- Understanding and strong technical knowledge of and experience with object oriented design; Web servers; Web applications and programming languages; Web content management systems, search engine optimization, and usability engineering.

Preferred Education:
- Bachelor’s degree

Preferred Experience:
- 7 years

Preferred Field of Expertise:
- Web site application project management and front-end and back-end Web site design.

Skills: Other:
- Analysis
- Assessment/evaluation
- Coaching
- Communication -- written and oral skills
- Conceptualization and design
- Conflict resolution
- Consulting
- Counseling
- Customer service
- Human resource process and employment knowledge
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Networking
- Organization
- Planning
- Problem identification and resolution
- Project management
- Research
- Scheduling
- Staff development
Supervisory skills
Teaching/training

Skills: Skilled in:

Graphical operating systems
Internet standards and protocols
Mathematics
On-line services and secure transactions
Usability engineering
Web content management systems
Web scripting and programming languages

Skills: Machine/Equipment:

Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:
Supervises employees and/or student workers.

Supervises: Nature of Work:
Technical

Comments:
Evening or weekend work may be necessary to meet deadlines or solve specific problems.

SIGNATURES:

Employee: ________________________________ Date: ________________________________

Supervisor: ______________________________ Date: ________________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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