

Spokane County Library District

CLASSIFICATION: N13

POSITION TITLE:

Web and Database Specialist

GENERAL PURPOSE:

Responsible for operation of the District's web-based applications. Provide database and related software application service and support. Provides training and support to appropriate user groups.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administers the public website content in accordance with direction from the Web Services Team. Contributes to planning discussions and provides technical advice, analytics and support; develops software criteria to improve web services; reviews and evaluates software products; and may configure software to meet the functional needs of the website. Administers website backend database.

Develops and implements new methods for providing access to the web-based catalog, Integrated Library System (ILS), electronic resources and proprietary databases; evaluates and recommends new technologies and provides technical support for new technology initiatives; works with vendors to identify and resolve authentication problems with electronic databases.

Monitors and supports the Integrated Library System (ILS) databases and other SQL-based applications to ensure productive use of online services and systems by staff and patrons. Create customized reports and statistics using a variety of systems and tools.

Uses vendor supplied APIs to generate specialized reports or to manipulate data in the library's Integrated Library System (ILS) production server and web-based catalog server software; may use scripting languages and web-oriented programming languages to contribute to ILS development.

Coordinates with the Network Administrator to ensure website functionality; System Administrator to ensure hardware functionality of web and ILS servers; and Graphic Designer to ensure graphic design consistency.

Serves as a member of the Web Services Team.

Provides technical backup for the Network and System administrators, and assistance to library staff via the Helpdesk.

Attends work on a regular and dependable basis.

SUPERVISION:

Reports to the IT Director. Does not supervise.

NECESSARY KNOWLEDGE, SKILLS and ABILITIES:

Candidates selected for employment must satisfactorily demonstrate the following knowledge, skills, and abilities during a prescribed trial period, and afterwards, for continued employment.

Knowledge of:

- Modern Web Application design principles using ASP.NET (C#), PHP, HTML 5, CSS3, Responsive web design, JavaScript/jQuery, Bootstrap and/or Foundation.
- Custom development of WordPress themes and plugins.

- WordPress site administration.
- Microsoft SQL Server and/or MySQL database design principles.
- C#.NET concepts (including security/permissions, error handling, page lifecycle, customization, etc.).
- Web analytics.
- Computer operations in a networked environment.

Ability to:

- Develop and test mobile-friendly, web-based solutions using C#.NET and PHP with minimal supervision.
- Design and develop Microsoft SQL and MySQL databases (procedure, function, view, triggers, etc.).
- Administer IIS web server in Windows 2008/2012 virtual environment
- Administer WordPress websites.
- Write clean, readable, and well-documented code using W3C standards and best practices.
- Interpret complex technical concepts to non-technical staff.
- Effectively operate, troubleshoot, and assist in finding solutions to hardware and software malfunctions.
- Communicate effectively with staff and vendors both verbally and in writing.
- Read and interpret technical journals, operating, and procedures manuals.
- Represent the District's interests effectively and efficiently with vendors.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An individual performing the duties in this position is required to sit or stand for long periods of time, as well as hear, see, speak and listen to individuals in a respectful and professional manner in order to successfully communicate with District staff, vendors, and the public.

Must be able to use hands and fingers to handle, feel, or operate objects, tools or controls, such as a computer keyboard, mouse, or other device; perform repetitive motion using hands, wrists and arms. Physical exertion is required to service and lift office supplies, library materials, and computer equipment.

Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, and ability to read materials in print or electronic format.

Must be able to transport oneself to other locations to perform work, and/or attend work-related meetings, workshops or conferences.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Computer Science or related field; two years' experience designing, developing, and testing web applications using PHP and C#.NET; two years of experience developing SQL Server 2008/2012 and/or MySQL; one year of experience developing

