



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: Analyst - IT, Web Services
FLSA Status: Exempt
Salary Grade, if non-union: SG18
Pay Grade, if union:
Non-Union or Specific Collective Bargaining Agreement: Non-Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to perform work with district office and school staff and end users in the design, implementation and maintenance of District and school web site services. Consults, develops, designs, and maintains web sites and web-based applications. Trains district office staff, school staff and end users on web site services and applications.

Essential Functions of this Job

Consults with district office and school staff or end users on the design and implementation of web sites to be deployed on Internet servers for (internal) Intranet and/or (public) Internet distribution. Designs, implements and maintains web applications using a variety of techniques including DHTML, active server pages, JavaScript, VBScript, data access to SQL or ODBC data sources, and collaboration components. Establishes and enforces standards, policies, and procedures for web site services.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Considerable knowledge of the principles of Internet services including the WWW and Internet e-mail services. Knowledge of design and implementation techniques for web pages. Considerable knowledge of the design, implementation and maintenance methods for web applications. Considerable knowledge of computer hardware and common software applications used in developing and maintaining Internet and Intranet web sites. Considerable knowledge of (X)HTML, CSS, ASP(net), JavaScript and other web technologies. Considerable knowledge of current visual design standards. General knowledge of the current

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technology trends and developments. Demonstrated oral and written communication skills. Ability to establish and maintain effective working relationships as necessitated by work assignments. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Associate of Arts degree in Computer Science or equivalent training and experience.

Work Context:

Requires some sitting and standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds.

Local Code: 1925
EEO5: 50
Approval Date: 2004-06-08
Date Last Revised: 2015-03-01

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