



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Web Developer/Graphic Designer
DEPARTMENT.....:	Finance
DIVISION.....:	Information Technology
CLASSIFICATION/GRADE.....:	Programmer/206
REVISED.....:	04/2022
REPORTS TO.....:	Development Team Leader
REVIEWED.....:	04/2022
WAGES.....:	Exempt (Salary)

SUMMARY:

Under the direct supervision of the Development Team Leader, the primary responsibility of this position is to design, develop, and maintain websites for multiple devices, create graphics as needed for multiple departments and internal projects, and design social media campaigns. Perform all duties listed under BASIC FUNCTIONS.

BASIC FUNCTIONS:

1. Design, develop, test, and implement complete web components.
2. When developing web components, focus on using responsive design, using standards compliance, and handling cross-browser and multiple device compatibilities.
3. Analyze current web components including performance, diagnosis, and trouble-shooting of problem web components, and design innovative solutions to improve their efficiency.
4. Keep abreast of industry best practices, current web technologies, and design trends to assure effective web, mobile, and tablet design through responsive design.
5. Use Git, Bootstrap, JQuery, and Prototype as well as other frameworks and tools to develop websites.
6. Perform analysis of issues and prioritize efficiently while taking an analytical and methodical approach to problem solving.
7. Provide sophisticated and creative digital design based on a strong understanding of user-centered design.
8. Stay up to date with the latest trends and best practices in search engine optimization (SEO), keyword research, and experience with website analytics tools.
9. Fill websites and other content with effective keywords and recommend changes to improve SEO positions for target keywords.
10. Measure web traffic and monitor SEO.
11. Stay up to date with changes in all social platforms ensuring maximum effectiveness.
12. Oversee social media accounts' layout and work closely with the social media team to align social distribution and SEO efforts.
13. Use Adobe Photoshop, Illustrator, and XD to create and maintain design templates.
14. Manage simultaneous projects while delivering results and meeting deadlines.
15. Approach projects holistically to fully understand the impact of changes on extendibility, scalability, performance, and maintainability.
16. Assist division personnel in daily tasks and special projects
17. When instructed or scheduled, may be required to work after hours to perform various duties.
18. Perform all other duties as required or instructed.

OTHER REQUIREMENTS:

1. Passionate about software development and actively shares knowledge.
2. Superior communication (verbal/written) and interpersonal skills.
3. Strong team player with independent decision-making ability.
4. Detail-oriented, excellent follow-through, quick learner, self-motivated, and confident under tight deadlines in a fast-paced environment.
5. Professional experience with social media platforms with an ability to develop an optimal posting schedule.
6. Must obtain and maintain security clearance through Houma Police Department's background investigation.
7. Must have valid Louisiana Driver's License

EDUCATION/EXPERIENCE:

1. College degree in Computer Science, Web Design, or Digital Graphic Design from an accredited college or university. Consideration will be given to equivalent experience and/or computer related or design related courses from business or technical colleges or schools.
2. Minimum of one-year professional web design and development experience.
3. Minimum of one-year professional graphic design experience.
4. Experience with popular web application frameworks and programming languages preferred.