



<h1>POSITION DESCRIPTION</h1>

Department: Library
Working Title: Web Development/User Experience Specialist
Job Code: 0400
Time Base: 1.0
Position Number: 00004441
Union / Unit (if applicable): California State University Employees Union (CSUEU)/ Unit 9

Position Reports To: Associate Dean
Classification: Analyst/Programmer (Career)
Range Code: 2
Exempt or Non-Exempt: Non-Exempt
Last Update: 8/13/15

PURPOSE OF POSITION:

Under the direction of the University Library Systems Coordinator and the Associate Dean, the incumbent will be responsible for web application development, user interface development, and user experience design. The successful applicant will work closely with user groups to help design and implement web sites and applications that are visually appealing, user-centric, and highly functional. This position works closely with the Systems Coordinator, senior developer, and the Library’s Web and User Experience Committee.

MAJOR RESPONSIBILITIES:

	<u>% of Time</u>
1. Web application and user interface development	60%
2. User experience design	35%
3. Other duties as assigned	5%

LIST OF TASKS FOR EACH MAJOR RESPONSIBILITY:

1. Web application and user interface development
 - a. In collaboration with the Systems Coordinator, design, develop, and enhance Library web applications, web sites, and user interfaces [UI].
 - b. Train and assist library personnel in the use of various library web applications.
 - c. Help library units ensure that Library website content stays up-to-date.
 - d. In consultation with the senior developer, upgrade and enhance the mobile version of the Library website using the principles of Responsive Web Design and Adaptive Web Design.
 - e. Troubleshoot problems with Library web applications.
 - f. Contribute to documentation and code versioning to help enhance development and operational workflows within the Library Systems unit.
 - g. Contributes to building positive working relationships with campus users and Library faculty and staff that reflects the mission and goals of the campus.
 - h. Design and implement reporting tools for library analytics. Work with internal and external groups to gather project functionality requirements.
 - i. Evaluate and continuously improve web accessibility of Library websites.
 - j. Help ensure that web applications comply with secure coding standards. Perform periodic testing of applications to maintain secure environment.

2. User experience design
 - a. Assess the user experience of Library web applications in collaboration with the Library Systems Coordinator, senior developer, and Web and User Experience Committee.
 - b. Consult with end users to access their needs and obtain their design input.
 - c. Collaborate with stakeholders to formulate user experience and usability studies.
 - d. Implement robust and adaptable tools and workflows for gathering UX analytics.
 - e. Develop and implement visual and interaction design best practices and standards.
 - f. Collaborate with Library content owners to create and document style guides, templates and design rationale.
 - g. Research, recommend, and implement best practices, applications, and UI frameworks to extend and enhance library users’ experience.

- h. Collaborate with Digital Services Division, other library personnel, and other campus constituents. Review analytics and relevant usability testing data to inform design decisions.
 - i. Collaborate with the Web and User Experience Committee and Systems Coordinator to review analytics and relevant usability testing data to inform UI and UX design decisions.
3. Other duties as assigned
 - a. Proactively participate as a team member for both technical and non-technical projects internal to the Library.

PROVIDES LEAD DIRECTION OF OTHERS

n/a

REQUIREMENTS OF POSITION:

1. List education and experience required

- Bachelor's degree with a focus on interactive design, graphic design, web development, informatics, human-computer interaction, or related field plus one year of web development and/or user interface development experience; or equivalent combination of education, coursework, and experience.
- Preferences
 - i. Training or demonstrated experience with web development coding languages, including CSS3, HTML5, JavaScript, and PHP (or similar).

2. List knowledge, skills, and abilities required for this position.

- Excellent knowledge of front end web development tools (HTML5/CSS3, jQuery, Bootstrap, Sass)
- Knowledge of effective user interface design
- Demonstrated experience with PHP or JavaScript, preferably both.
- General knowledge of Linux based operating systems (such as RHEL & CentOS)
- General knowledge of database systems such as MySQL and database querying techniques.
- Demonstrated experience with, or capacity to learn, content management systems such as Drupal and Wordpress
- Ability to communicate with users to define and meet application and database needs and requirements.
- Demonstrated ability to assess user needs and communicate technology systems and solutions regarding user needs in library website development.
- Demonstrated ability to quickly learn and use new skills and tools.
- Demonstrated ability to use version control (Git) and issue tracking (Redmine, JIRA) systems.
- Strong communication skills, both verbally and in writing, with end users, and with all individuals both within and outside the University.
- Demonstrated ability to communicate with both technical and non-technical users.
- Demonstrated ability to establish and maintain effective working relationships with others.
- Demonstrated ability to work effectively as a member of a team.
- Demonstrated ability to apply consultative skills to assess user needs and communicate technology systems and solutions.
- Demonstrated ability to independently identify issues and develop alternative solutions.
- Demonstrated ability to effectively organize work in order to meet deadlines and time-tables.
- Demonstrated ability to solve a wide range of problems and develop practicable and thorough solutions.
- Demonstrated experience reading and enhancing existing or third party code.

3. List machines, tools, equipment, and motor vehicles used in the performance of the duties

- Standard Office and Communications Equipment
- Computer Equipment (PC's, Mac's UNIX work stations)

4. Unique working conditions

- This position is subject to a background check including, but not limited to, employment verification, education verification, reference checks and criminal record checks. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

- The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Must participate in required campus trainings including, but not limited to, Information Security Awareness training.

PURPOSE AND NATURE OF WORK RELATIONSHIPS:

Define working relationships with people on and off campus (other than supervisor or people supervised) with whom this employee interacts on a continuing basis, and how often this interaction occurs.

Library Administration
 Library Faculty and Staff
 Software Vendors
 Students

Weekly
 Daily
 Weekly
 As Needed

PHYSICAL EFFORT:

Check the appropriate box for each of the following items which most accurately describes the extent of the specific activity performed by this employee on a daily basis.

PHYSICAL EFFORT

Number of hours/day
 N/A 1-2 3-4 5-6 7+

	N/A	1-2	3-4	5-6	7+
1. Sitting					x
2. Standing		x			
3. Walking		x			
4. Bending Over	x				
5. Crawling	x				
6. Climbing	x				
7. Reaching overhead	x				
8. Crouching	x				
9. Kneeling	x				
10. Balancing	x				
11. Pushing or pulling	x				

- 16. Driving cars, trucks, forklifts and other equipment
- 17. Being around scientific equipment and machinery
- 18. Walking on uneven ground

Number of hours/day
 N/A 1-2 3-4 5-6 7+

	N/A	1-2	3-4	5-6	7+
12. Lifting or carrying	x				
A. 10 lbs or less	x				
B. 11 to 25 lbs	x				
C. 26 to 50 lbs	x				
D. 51 to 75 lbs	x				
E. 76 to 100 lbs	x				
F. Over 100 lbs	x				
13. Repetitive use of hands/arms					x
14. Repetitive use of legs	x				
15. Eye/hand coordination					x

Yes No

	x
	x
	x

MENTAL EFFORT

Number of hours/day
 N/A 1-2 3-4 5-6 7+

	N/A	1-2	3-4	5-6	7+
1. Directing others	x				
2. Writing		x			
3. Using math/calculations		x			
4. Talking		x			
5. Working at various tempos			x		
6. Concentrating amid distractions			x		
7. Remembering names			x		
8. Remembering details				x	
9. Making decisions			x		
10. Working rapidly			x		
11. Examining/observing details				x	
12. Discriminating colors	x				

ENVIRONMENTAL FACTORS

Number of hours/day
 N/A 1-2 3-4 5-6 7+

	N/A	1-2	3-4	5-6	7+
1. Inside					x
2. Outside	x				
3. Humid	x				
4. Hazards	x				
5. High places	x				
6. Hot					
7. Cold	x				
8. Dry	x				
9. Wet	x				
10. Change of temp	x				
11. Dirty	x				
12. Dusty	x				
13. Odors	x				
14. Noisy	x				
15. Working w/others		x			
16. Working around others			x		
17. Working alone			x		

SIGNATURES

The last sheet for any staff position description should contain the signature sheet. Signatures will include the incumbent's signature (if applicable) or new employee; the supervisor's signature and all pertinent administrative personnel.

Employee

Print Name: _____

Signature: _____

Date: _____

Appropriate Administrator (MPP)

Print Name: _____

Signature: _____

Date: _____

Dean/Department Head/Director/AVP (optional)

Print Name: _____

Signature: _____

Date: _____