Job Description

Position Title: Web Developer

Classification: TBD

Supervisor Title: Marketing and Communications Manager

FLSA Status: Non-Exempt

## REQUIREMENTS FOR ALL EMPLOYEES

1. Ability to openly and respectfully engage with staff, patrons, supervisor and others.
2. Ability to work accurately in a changing and varied environment, and with frequent interruptions.
3. Ability to maintain patron privacy and confidentiality of patron records.
4. Ability to communicate clearly.
5. Ability to use various technologies to complete work.
6. Ability to follow library policies and procedures.
7. Ability to understand, practice and demonstrate the library’s Service Standards and Equity, Diversity, and Inclusion values.

## POSITION SUMMARY

Under the supervision of the Marketing and Communications Manager, this position facilitates superior library service by maintaining the library’s web presence on its main and subsidiary sites.

Specific responsibilities will be assigned by the Marketing and Communications Manager on the basis of experience, skills, and specific needs of the department and number of hours worked.

## REQUIREMENTS FOR THIS POSITION

1. Knowledge, skill, and development in the following areas which are often gained through a post-secondary degree (e.g. Bachelor’s Degree) or experience:

* **Communication Skills** include accurately comprehending, assessing, and conveying written and verbal information to individuals and groups in a variety of settings.
* **Computer Skills** include using word processing and spreadsheet applications including MS Office Suite and Google Workspace, effectively using email and Google calendar, performing internet searching, using cloud-based communication tools such as Google Chat and Zoom, and maintaining and organizing digital files.
* **Critical Thinking & Problem Solving** includes analyzing and evaluating information in order to assess an issue, make a decision, and take action.
* **Time Management** includes prioritizing tasks, meeting deadlines, and managing time independently.
* **Research Skills** include understanding the information needed, performing internet searches, evaluating the results and sources, and synthesizing the data to present findings and recommend an action.

1. Working knowledge of modern programming languages and frameworks.
2. Working knowledge of content management systems platforms.
3. Working knowledge of user experience testing and web accessibility standards.
4. Knowledge of third-party APIs and web services.
5. Knowledge of general library philosophy, including the Library Bill of Rights and the ability to transform that knowledge into daily practice in the fulfillment of responsibilities.

## Experience in web development.

## ESSENTIAL FUNCTIONS

1. Performs full life cycle development including requirements, coding, testing, implementation and maintenance for the Northbrook Public Library website, staff intranet, and community partnership project websites.
2. Establishes, maintains, and enforces consistent usability and accessibility guidelines for all websites.
3. Gathers and analyzes usability feedback to ensure equitable access for all users.
4. Assists with updating content and web design.
5. Participates in relevant training, continuing education and/or staff development.
6. Performs other duties as assigned.

WORK ENVIRONMENT

Work is normally performed in a typical interior/office work environment. Some remote work may be available. This role routinely uses standard office equipment such as computers, phones, and photocopiers. Noise level may vary from quiet to moderate.

PHYSICAL REQUIREMENTS

1. Constantly operates a computer and other office machinery, such as printers/copiers, paper trimmer, and paper folding machine.
2. Constantly discerns items near and far.
3. Frequently communicates with staff.
4. Occasionally moves objects weighing up to 35 lbs.
5. Occasionally positions self to place or retrieve items.