

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Web Developer I
GRADE: 5
REPORTS TO: Central Staff Director

POSITION SUMMARY: This is an at-will, partisan position. The Web Developer I is responsible for developing, designing and implementing numerous communications and promotional materials in print and digital formats for multiple uses. This includes but is not limited to agency websites, social media platforms, presentations and collateral materials. The Web Developer I works in collaboration with the communications team to execute a department-wide strategic communications/promotions plan, in compliance with House and LSB printing guidelines, to achieve outlined objectives.

PRINCIPAL ACCOUNTABILITIES:

1. Responsible for the technical aspects of communications/promotions projects including website design and development, presentations, brochures, e-newsletters, infographics and social media content.
2. Designs and developments web pages, graphics and multimedia layouts while utilizing all of the necessary tools to produce well-structured and easily maintainable formats.
3. Creates and writes the programming code or adapts existing website software and graphics to meet communication requirements.
4. Responsible for testing and troubleshooting web page features. Resolves coding issues or concerns to ensure efficient use of website and digital media.
5. Works with the communications department to manage and update website content as changes are needed.
6. Other duties as assigned.

JOB QUALIFICATIONS: A degree in graphic design, communications, advertising and/or position related experience. Experience in design and communications as it relates to websites, social media and printed and digital design. Proficient in HTML, XML, JSP, CSS, PHP, AJAX and similar web languages and platforms, as well as the Adobe Create Suite.

Revised: July 1, 2016