



Office of Human Resources & Employee Relations  
**ANNOUNCEMENT OF CLASSIFIED POSITION**

**POSITION:** Web Developer (ITS) Full time, 12 months

**WORK SCHEDULE:** Monday – Thursday: 7:30am – 5:00pm  
Fridays: 7:30am – 11:30am  
(Hours not to exceed 40 hrs. per week. Exact work schedule to be determined by supervisor based on department needs and college hours of operation.)

**SALARY:** Range 26 \$5,582.98/mo. + benefits

**EXTENDED DEADLINE:** April 8, 2019

**ANTICIPATED START DATE:** April/May 2019

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**BASIC FUNCTION:** Under the direction of the Enterprise Applications and Development Manager or designee, this position is responsible for implementing, maintaining, designing, developing, programming, testing and supporting the District's web sites including social media applications and applications developed in-house and/or by a third party; responsible for integrating various systems with web applications and perform other related work as assigned.

**REPRESENTATIVE DUTIES:**

- Design; develop, analyze, modify, support and debug web-based applications written in a variety of programming languages.
- Integrate various systems with existing business applications including, but not limited to student information, payment systems, learning management, content management and identity and access management systems.
- Coordinate, produce and publish content for the web and social media sites. Maintain presence and integration on social media sites and ensure content is current.
- Use various relational database management systems to design databases, produce applications and facilitate the integration of disparate systems.
- Research accessibility issues and ensure compliance with the Americans with Disabilities Act (ADA), Section 508 compliance and related regulations.
- Contribute toward the development of Internet and web related policies and procedures.
- Participate on committees as an expert in the appropriate use of Internet-based technology and web sites in accordance with district wide policy and standards as well as industry best practices.
- Analyze web usage (Google Analytics) and generate reports as required.
- Analyze recommend new or modified web applications.
- Participate in the planning and support of hardware, software and network operations as it relates to supported applications.
- Interact with District personnel as required to provide documentation and assistance to program and system users.
- Interact with users to help identify areas of improvement for assigned systems.
- Act as the top tier technical support for assigned applications including interaction with third party vendor support on complex issues.
- Contribute to the continuous improvement of the District's content management system.
- Perform other duties as assigned

**EDUCATION AND EXPERIENCE:** Bachelor's degree in computer science, management information systems or related field and two (2) years' experience with web programming/development.

**KNOWLEDGE AND ABILITIES:**

- Advanced knowledge of HTML, CSS and JavaScript
- Programming languages intended for web development such as ASP, ASP.NET, PHP, Java, XML, Adobe Flash, etc.
- Principles and techniques of web programming, analysis and social media integration
- JavaScript frameworks such as JQuery.
- Managing and using a Content Management System
- Structured Query Language (SQL)
- Working knowledge of Windows Server and Unix operating systems
- Page layout and design of web pages
- Web project management, structured design techniques, information architecture and usability as it relates to the web
- ADA law, regulations and compliance requirements
- Develop, implement and manage the college web site and social media presence
- Operate various software programs in the development and maintenance of the web site
- Prepare and maintain records and files
- Work independently with little direction
- Prioritize and schedule work
- Establish and maintain cooperative and effective working relationships with others
- Communicate effectively both orally and in writing

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** Not applicable –no permanent full-time staff to supervise.

**CONTACTS:** Students, vendors, faculty, administrators, staff, public and colleagues from other educational institutions.

**PHYSICAL EFFORT:** Requires the ability to exert some physical effort, such as walking, standing and light lifting; minimal dexterity in the use of fingers, limbs and body in the operation of office equipment. Tasks require extended periods of time at a keyboard.

## APPLICATION PROCEDURE

To be considered an applicant for a classified position in the Antelope Valley Community College District, all of the following documents must be submitted by close of the HR Office on the deadline date. HR Office Hours: Monday-Thursday 7:30am-6:00pm and Friday 7:30am-11:30am.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College *Classified Application*
2. Cover letter addressing your interest and qualifications
3. Résumé
4. Transcripts: If college-level coursework or a degree **IS** required in the job announcement under "Education and Experience":
  - a. Submit transcripts of all college-level coursework as required (unofficial transcripts or photocopies will be accepted to establish the application file).
  - b. No copies of degree/diplomas will be accepted as proof of college education.
  - c. Official documents will be required if the candidate is offered the position.
  - d. If "coursework" requirement is satisfied from a non-traditional college setting, submit photocopies of certificates earned that apply to the position only.

The application must be filled out completely and signed. **Do not** indicate "See Résumé" on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

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Application forms are available on the AVC web site [www.avc.edu](http://www.avc.edu) or from the Human Resources Office and must be returned to:



Office of Human Resources  
3041 West Avenue K  
Lancaster CA 93536  
(661) 722-6311

**Faxed or emailed materials cannot be accepted.**

**Unsolicited materials will not be included. Postmarks will not be accepted**

A selection committee will screen applications of candidates meeting minimum requirements. **Meeting minimum requirements does not assure the applicant of an interview.** Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district's recommendation for employment.

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Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees' Retirement System.

*Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.*

**AVC is an equal opportunity employer.**