



Job Specification

Job Title: Web Developer I	FLSA Type: Exempt	Date Established: 3/25/2025
Department: DoIT	EEO Code: 3	Date Revised:
Class Code: 15113401	Reports To: Web Team Supervisor	Date Approved:

Job Summary

Under general supervision, the Web Developer plans, designs, develops, tests, implements, and manages the City's Internet and intranet activities, including managing, creating, or integrating with web-based applications that will enable new tasks/processes or streamline existing tasks/processes. The work performed by Web Developers primarily involves performing basic Internet/intranet support functions such as web page/application design, content development, and site updates. Web Developers build web applications and user experiences that change the way people perceive and interact with the City of Detroit. Web Developers also contribute technical guidance during implementations of new systems or applications and play a key role in the management and maintenance of the City's website(s).

Essential Duties and Responsibilities *(may perform other duties as assigned)*

- Build, and maintain the City's website(s), using authoring or scripting languages, content creation tools, management tools, and digital media.
- Assists in developing guidelines for page and site design and configuration.
- Assist in the development of complex guidelines for page and site design and configuration.
- Perform or direct website updates and ensures effective system performance.
- Write, design, or edit web page content, or directs others producing the content.
- Confer with others in the Department of Innovation and Technology personnel to prioritize needs, resolve conflicts, develop criteria, or choose solutions.
- Identify problems uncovered by testing or customer feedback and corrects problems or refers problems to appropriate personnel for correction.
- Evaluate code to ensure that it is valid, is properly structured, meets industry standards, and is compatible with browsers, devices, or operating systems.
- Maintain an understanding of current web technologies or programming practices through continuing education, reading, or participation in professional conferences, workshops, or groups.
- Develop or validate test plans, routines, and schedules to ensure that test cases mimic real-world usages, i.e., all external interfaces and all browser and device types, etc.
- Obtain and maintain reports access and performance statistics using site analysis tools.
- Perform special projects and other duties as assigned.

Qualifications (required):

- Completion of a Web Developer Course of Study or Associate's degree in Computer science/ Web design.

Equivalent combinations of education and experience may be substituted to meet the education and experience requirements of this position.

Qualifications (preferred):

- Bachelor of Science degree in Web Design or related field.
- Expertise in Python, JavaScript, Drupal, and API Integrations.

Knowledge, Skills, and Abilities

- Knowledge in fundamental data processing methods, practices, and techniques in work involving development, test, implementation, and modification of computer programs and operating procedures.
- Knowledge in web technologies, standard concepts, best practices, and procedures, including content management systems, web analytics, and web portal software.
- Knowledge in one or more programming, scripting, and styling languages, such as HTML, JavaScript, CSS, Python, PHP, etc.
- Knowledge in internet security principles and protocols, such as Security Sockets Layer (SSL) and Encryption.
- Knowledge in programming and scripting languages.
- Familiarity with design tools, such as Adobe Photoshop and/or Illustrator.
- A body of standardized regulations, requirements, procedures, and operations associated with clerical and technical duties related to web design and administration, including U.S. copyright laws.
- Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar .
- Use of Microsoft Office (e.g. Word, Access, PowerPoint, and other office software packages) in order to prepare presentations, write letters and memorandums.
- Use of Excel (e.g. Formulas, Pivot Tables, VLOOKUP, HLOOKUP, other functions, charts and tables) functionality in order to analyze data and present data on technology operations
- Interpersonal skills to interact effectively with personal contacts in a business-like, customer service oriented manner, and maintain favorable public relations.
- Work with multiple priorities under time constraints.
- Work as part of a team.

Licenses, Certifications, and Other Special Requirements:

Candidates considered for placement in this classification may be subject to a Criminal Background Investigation and the execution of an NDA based on the requirements of the position.

Physical Demands

The individual generally remains in a stationary position for an extended period operating standard office equipment, which may include computers, telephones, photocopiers, and fax machines. May be required to lift or be able to lift up to 10 pounds for short period of time.

Work Environment

Work is performed primarily in a virtual environment.

The above statements reflect the general nature and level of work performed by employees assigned to this class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Essential duties may vary from position to position.

Notes: