



Web Development and Accessibility Specialist Job Description

JOB INFORMATION

Job Code:	165653
Job Title:	Web Development and Accessibility Specialist
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Network Administration
Job Family Group:	Information Technology
Management Level:	7 Individual Contributor

JOB SUMMARY

Ensures business applications meet the latest web accessibility and security standards, communicating developments with all relevant stakeholders as needed. Supports software application development and maintenance. Responsible for building business applications for a broad range of employees and stakeholders in administrative and academic units. Executes the university vision and champions its culture and values.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study	
X		Bachelor's degree		
	X	Bachelor's degree		In
	X		Computer Science	Or
	X		Computer Information Systems	Or
	X		in related field(s)	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level	
X		3 years	in web development.	
	X	5 years		

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Demonstrated knowledge of security concepts, secure code development techniques, and software solution development and configuration.
X		Experience with development principles (e.g. Angular, React), object-oriented programming (OOP), progressive enhancement, responsive design, automated testing and debugging, peer review activities, version control best practices, and test-driven development.
X		Experience working with the following development tools or technologies: JavaScript (native/ECMAScript and jQuery), Node.js, Ruby on Rails, PHP, build tools (e.g., gulp, LAMP stack), content management systems (e.g., WordPress, Drupal), version control systems (e.g., Git) and activity testing tools (e.g., PHPCS, Jasmine).
X		Ability to understand and work with large, complex systems, write test cases for new and existing code to ensure compatibility and stability, and provide detailed information and summaries to peers and supervisors.
X		Excellent written and oral communication skills.
X		Demonstrated interpersonal skills, able to establish strong, positive working relationships and rapport with diverse groups of team members.
	X	Experience in human resources, higher education, customer experience, and/or marketing and communications.
	X	Demonstrated data-driven mindset for extracting insights from metrics and making informed decisions.
	X	Ability to produce quality copy on tight schedules.
	X	Demonstrated project management, problem-solving and organizational skills, able to effectively manage numerous priorities, deadlines and necessary resources simultaneously and in a timely manner.
	X	Ability to independently make discreet, informed decisions regarding confidential information.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Ensures business applications and online documents (e.g., flipbooks, videos) meet the latest web accessibility and security standards, communicating developments with all relevant stakeholders as needed. Develops websites and applications, produces deliverables (e.g., technical documentation), and deploys applications in cross-platform, cross-browser environments. Writes legible, tested, and well-documented code with maintenance, support, and scale in mind.				
Writes rigorous and comprehensive test cases throughout the development process. Identifies and proposes issue resolutions and bug fixes. Conducts root cause analyses to diagnose issues. Identifies priorities and presents customer-focused solutions by leveraging insights on pain points, challenges and needs. Presents problem-solving rationale in varied settings and to diverse audiences to enhance business value.				
Routes customer requests to appropriate parties for tracking and resolution and provides timely follow-ups and feedback. Presents opportunities to meet success criteria and develops metrics to gauge success. Builds and maintains relationships with customers, staff, stakeholders and vendors. Proactively seeks support. Provides expertise to project teams as requested.				
Refines and confirms technology specifications and delivery based on business requirements. Maintains currency with industry standards and emerging technologies to facilitate effective troubleshooting and problem-solving. Recommends adjustments for adapting to new technological environments. Supports continuous improvements by developing and revising software applications.				
Contributes to an inclusive environment, building and maintaining strong cross-functional relationships and a thorough understanding of organizational and university cultures. Supports university compliance with security governance and policies by embedding standards, procedures and quality measures into workflows. Upholds the principles of the USC Code of Ethics. Demonstrates alignment to strategic plans of the organization and university through words, actions and ideas.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.