TOWN OF SUDBURY
Office of the Asst. Town Manager/HR Director

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 Asst. Town Manager/HR Director

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Web Developer/Systems Analyst
35 hours per week

The Town of Sudbury is seeking a qualified, responsible, and detail-oriented individual to assist with oversight, development and maintenance of the Town's website/Content Management System (CMS); and assisting the Technology Administrator in providing system support of municipal projects and programs and other related work as required.

The successful candidate will oversee and maintain the integrity of the Town's web site, including computer programming, staff training, system administration, ongoing evaluation of program needs, monitoring server and associated network performance, and providing the IT Manager with recommendations for necessary program software and hardware updates.

Minimum qualifications: Bachelor's Degree in computer science, information technology, business, or a related field, and three years technical expertise in Content Management Systems and database implementation; or an equivalent combination of education and related experience.
Minimum five years of experience in administering database and information technology systems.

See http://sudbury.ma.us/departments/HR for the full advertisement and job description.

Starting Salary range is $55,007 to $59,398, depending on qualifications (full range to $72,344); excellent benefits. Send letter of interest and resume to Mark Thompson via email at ThompsonM@sudbury.ma.us on or before Tuesday, June 15, 2023 at noon. AA/EOE

See Job Description on following pages.

Web Developer/Systems Analyst

Position Purpose:
Under the general direction of the Technology Administrator, the primary responsibilities of the Web Developer / Systems Analyst is for the oversight, development and maintenance of the Town's website / Content Management System (CMS). The position will also be responsible for assisting the Technology Administrator in providing system support of municipal projects and programs and other related work as required.

Supervision:
Supervision Scope: Must exercise considerable judgment and initiative in responding to inquiries, particularly in situations not clearly defined by precedent or established procedures. Such situations require consultation and coordination with the appropriate department heads and managers.

Supervision Received: Works under the direction of the Technology Administrator, in accordance with state statutes and local bylaws and regulations. Functions independently, referring problems to the Technology Administrator as needed and reports projects and project status regularly.

Supervision Given: None

Job Environment:
Most work is performed under typical office conditions; other work is performed under varying field conditions with occasional/rare exposure to the hazards associated with weather.

Performance of duties requires ongoing contact with all town departments and outside contractors. Occasional contact with the general public, requiring perceptiveness and discretion. Contact is by telephone, in person and in writing.

Errors could result in delay or loss of service and possible legal repercussions.

Essential Functions:
The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The Web Developer / Systems Analyst

- Is responsible for overseeing and maintaining the integrity of the Town's web site, including computer programming, staff training, system administration, ongoing evaluation of program needs, monitoring server and associated network performance, and providing the IT Manager with recommendations for necessary program software and hardware updates.

- Provides technical support for the Content Management System to all staff for all levels of user skill.

- Develops training materials, provides training sessions on the use of the Content Management System and all Internet-based systems.

- Assists in the preparation of the operating budget for all web site related operations and expenses; performs long range planning working with the Department Heads and the Manager of Information Systems.

- Recommends schedule of fees to offset operating and maintenance costs associated with all web site systems.

- Maintains electronic databases and spreadsheets associated with the Content Management System and computer applications.

- Researches, recommends, implements and/or coordinates database integration between the Content Management System, website, database systems, web forms, and other systems throughout town departments.

- Designs and implements ways to add new functionality to existing computer systems and process workflows.

- Installs and renews Secure Sockets Layer certificates needed by servers.

- Creates billing integrations for town services and collaborates with the Finance Department on reporting needs.

- Implement changes for accessibility compliance with the Americans with Disabilities Act.

- Conducts testing to ensure that processes and systems work as expected.

- Works with departments to solve problems that arise after processes are initially set up.

- Communicates with and responds to routine inquiries, requests and complaints from residents, contractors, and other Town departments on town databases and Content Management System software; provides assistance to other divisions and Town departments as needed; prepares routine records and reports; makes recommendations regarding future repair and maintenance projects and the means and methods of improving services to taxpayers.

- Undertakes projects assigned by the Technology Administrator; performs similar or related work as required, or as situation dictates.

- Reviews each department's processes and use of available database tools to ensure a high return of the Town's investment. Communicates regularly with department heads and staff regarding their daily, weekly, and monthly needs for workflow processes and develops the necessary software applications and procedures to meet all such needs.

Recommended Minimum Qualifications:

Education, Training and Experience:
Bachelor's Degree in computer science, information technology, business, or a related field, and three years technical expertise in Content Management Systems and database implementation; or an equivalent combination of education and related experience.

Minimum five years of experience in administering database and information technology systems.

Knowledge, Ability and Skill:
Knowledge: Proficient hands-on knowledge of Content Management Systems and integrated systems. Ability to update and maintain systems and short- and long-range plans in order to retain the integrity of the Town's web site. Must have excellent customer service and public relations skills.

Ability: Ability to establish and maintain effective working relationships with employees, town officials, contractors and the general public. Ability to communicate effectively, both orally and in writing. Ability to work effectively under time constraints to meet deadlines.

Skill: Analytical and computer skills.

Physical Requirements:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Frequent moderate effort is required for such tasks as moving computer equipment and related office equipment; occasionally required to lift equipment and supplies weighing up to 30 pounds. The employee is required to use hands to operate equipment and controls, and reach with hands and arms. Vision requirements include the ability to read routine and complex documents and use computers.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.