

POSITION SUMMARY:

Develop websites, web materials, graphic imagery and associated technologies. Programming using HTTP, Macromedia Flash (ActionScript), JavaScript, Visual Basic/.NET, Active Server Pages, creating and editing images with Adobe products, design layouts with Quark Express and other associated web technologies. Deploy web material on Microsoft Internet Information System (IIS) or Apache. Take direction and assist the Operations Manager with advanced commercial information technology operations. Be available and provide technical support to clients on a reactive and proactive practice.

ESSENTIAL FUNCTIONS:

- Develop web solutions for commercial operations using Hypertext Transfer Protocol (HTTP), Macromedia Flash (ActionScript), JavaScript (Java) Visual Basic (VB)/.NET, Active Server Pages (ASP), Adobe Photoshop, Adobe Illustrator, and Quark.
- Create logos and touch images as necessary to develop web material.
- Create business literature in the form of business cards, marketing materials, distribution materials, etc.
- Light to moderate web application development to meet user website needs. Debug web applications.
- Deploy web material on Microsoft Internet Information System (IIS), Apache or other server-side web technologies.
- Work with users and clients to design and implement websites.
- Analyze and create innovative and resourceful solutions to address problems or inefficiencies; creating proposals as necessary.
- Prioritize and manage outstanding projects.
- Provide written, oral and other software support to all users and clients.
- Create supporting documentation of website development logistics and configurations.
- Contact necessary vendors and support outlets to meet client software demands.
- Develop and maintain courteous and professional relationships with clients in a multi-vendor environment.
- Manage and track personal time/expenses and document all support provided to clients for projects.
- Document all web programming/image changes as appropriate.
- Educate users and clients on use of proprietary web software applications. Suggesting and implementing the maintenance of policies and procedures as directed.
- Assist the Operations Manager with software support and administrative functions.
- Report all activities to the Operations Manager or as appropriate.

QUALIFICATIONS:

- Bachelor or Associate degree, website development and/or graphic arts study preferred.
- Three or more years of experience with website development and graphic arts.
- Working knowledge of the following technologies:
 - **HTTP**
 - **Macromedia Flash/ActionScript (MX or newer)**
 - **JavaScript**
 - **Visual Basic/.NET**
 - **Active Server Pages**
 - **Adobe Photoshop**
 - **Adobe Illustrator**
 - **Quark Express**
- Demonstrated business, analytic, written and oral communications skills.
- Self motivated and works well in groups.
- Mobile phone.