

September 6, 2019

**TITLE:** Web Developer  
**EMPLOYMENT TYPE:** Non-Exempt  
**DIVISION:** Communications  
**APPLICATION DEADLINE:** Friday, September 27, 2019  
**PAY RANGE:** \$31.94 - \$48.77 per hour (\$66,432 - \$101,441 estimated annual)  
**WORK LOCATION:** 1250 San Carlos Avenue, San Carlos, California  
**WORK SCHEDULE:** Full Time

**JOB SUMMARY:** The Web Developer reports to the Manager, Digital Communications, and is responsible for maintaining the public facing websites and Intranet of The San Mateo County Transit District (SamTrans), the Peninsula Corridor Joint Powers Board (Caltrain), and the San Mateo County Transportation Authority (TA).

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

- \* Design, develop and maintain the SamTrans, Caltrain, TA and JPA websites and other microsites.
- \* Manage data and display processes for passenger information systems.
- \* Liaise with sister agencies to facilitate data transfer display (APIs, real-time info, passenger info systems)

**EXAMPLES OF DUTIES:**

- Assist with the development of reports and dashboards. Assist in training users and provide technical support related to content, website design, maintenance and data management.
- Design and develop responsive web applications.
- Integrate and implement solutions for integrating 3<sup>rd</sup> party applications, web services and databases with SamTrans, Caltrain, TA and JPA websites.
- Update and maintain the Content Management System (CMS).
- Monitor website uptime and resolve any hosting-related issues with the hosting vendor.
- Maintain user access and oversee the security of websites.
- Work with website development agency to maintain websites.
- Troubleshoot web applications for usability and accessibility.
- Prepare documentation for new systems and maintain standards and metadata.
- Work with internal and external stakeholders to bring projects from concept to reality.
- Troubleshoot and support of servers and applications.
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

**SUPERVISION:** Works under the general direction of the Manager, Digital Communications who establishes goals and objectives and evaluates performance.

**MINIMUM QUALIFICATIONS:** Sufficient education, training, and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in Computer Programming, Web Design, User Experience/User Interaction (UX/UI), Information Systems or a closely related field.

**San Mateo County Transit District, 1250 San Carlos Ave., San Carlos, CA 94070-1306**

- 3 years of experience in web design, website content management, and document systems (i.e. SharePoint, intranet systems).

**Preferred Qualifications:**

- Experience with Google Analytics and the Google Suite of tools.
- Experience using web services and mapping engines such as Google Maps desirable.
- Experience using Adobe Photoshop, Knowledge in C#, ASP.NET, Oracle Databases, SQL desirable, Drupal/WordPress desirable.
- Must be proficient in HTML, CSS, JavaScript (jQuery) and other formats.
- Must be able to communicate effectively, both orally and in writing.

**SELECTION PROCESS MAY INCLUDE:**

The process will include a panel interview and may include written and skills test assessments. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

**CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:**

Holidays: Seven paid holidays, plus up to five floating holidays per year  
 Time Off: Paid Time Off: 21 days per year  
 Insurance: Medical, dental, vision care, group life insurance, and more  
 Transportation: Free bus transportation for employees and qualified dependents  
 Retirement: Social Security and California Public Employees Retirement Systems (CalPERS)  
 • Classic Members – 2% @ 60 benefit, 3 year average of highest compensation  
 • New Members – 2% @ 62 benefit, 3 year average of highest compensation

**HOW TO APPLY:**

*Although we encourage applicants to apply online, we are still accepting paper applications.*

- Apply online or complete a SamTrans Employment Application per instructions printed on the application.
- When completing the online application, please follow instructions on the Prospective Employee Reference Guide found at [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html). When completing the paper application, please specify the position for which the application is being submitted.
- Incomplete or improperly completed online or paper applications may be rejected even if you are qualified for the position for which you are applying. It is your responsibility to ensure that the online or paper application reflects the work experience and education needed to meet the requirements for the position(s) for which you are applying.
- Your completed application package be received by the District’s Human Resources Department by the specified deadline to receive consideration. Paper applications must be received by the Human Resources Department by 4:30 pm on the application deadline date. Online applications must be submitted prior to midnight on the application deadline date.
- You may call (650)508-6308 to verify that your online or paper application package has been received.

**The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please call (650) 508-6288. SamTrans is an Equal Opportunity Employer.**