



# Job Description

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**POSITION TITLE:** Coordinator I, Web Architect #6207  
WestEd/Desired Results for Children and Families (DRDP) Online  
Center for Educational Development & Research (CEDR)  
Office of the Superintendent

**SALARY PLACEMENT:** Management Salary Range  
Range 11

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**MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND/OR EXPERIENCE:**

Possess an Associate of Arts Degree with a concentration in computer-related technology. Experience in Angular, JavaScript, HTML, HTML5, CSS, JSON and Bootstrap. Knowledge of object-oriented programming. Experience in WebAPI, C#, Model View Controller (MVC) architecture, Dependency Injection and Visual Studio. Experience working with both the Microsoft Azure SDK and the Microsoft Azure Ecosystem. Understanding of Agile/SCRUM SDLC.

**DESIRABLE QUALIFICATIONS-EDUCATION, TRAINING, AND/OR EXPERIENCE:**

Four years of experience in web development. Possess a Bachelor's Degree with a concentration in computer related technology. Proficiency in Microsoft SQL Server and Transact-SQL. Knowledge of the rules of database normalization. Ability to design a well-structured relational database with multiple related tables. Ability to write, insert, update, and delete statements as well as stored procedures, functions, and complex queries that join several tables. Knowledge of database indexes as well as experience in using indexes to increase query performance. Knowledge of Visual Studio Team Services products including automated deployments & testing. Experience working in the WestEd/DRDP Online System.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Work well independently, and as a collaborative team member
- Possess a strong commitment to customer satisfaction
- Provide guidance to a team of programmers and perform code reviews of their work
- Communicate verbally and in writing
- Develop and implement solutions to complex technical issues
- Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

**SUMMARY OF POSITION:**

Under the direction of the Director II, Support Services for CEDR, the Coordinator independently performs web-based systems analysis, design, programming, documentation, task implementation and program maintenance of considerable difficulty in a large and diverse user environment within a broad framework of standards, policies and procedures, utilizing current techniques and methodologies. Does related work as required.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.

4. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and time lines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Develop web applications utilizing current departmental programming techniques and standards.
14. Ability to work at a senior level in a team and provide guidance to a team of developers.
15. Design normalized databases with proper naming convention standards or field names and types.
16. Test, debug, demonstrate, and train staff and/or customers on web applications.
17. Resolve technical issues arising during the standard Software Development Life Cycle
18. Document and comment in application code and in database stored procedures and functions.
19. Communicate daily with the development team and Project Lead regarding status and timeline of assigned web development workload.
20. Ability to work outside of normal workdays and office hours to meet programming deadlines.
21. Schedule, coordinate and review work with development team and Project Lead.
22. Perform code reviews for assigned programmers.
23. Meet with customers, Project Lead, and/or development team to gather requirements and provide input/suggestions for new project functionality.
24. Does related work as required.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.