|  |  |  |
| --- | --- | --- |
| **PART A** | | |
| **Position No:** 820-730-1401-005 | | **Date:** |
| **Classification:** Information Technology Associate | | **Name:** |
| The incumbent is part of the Client Services Section (Web Administration Team) under the direction of the Information Technology Supervisor II. Primary responsibilities include the public State Treasurer’s Office (STO) and its Boards, Committees, and Authority’s (BCA) website management and the STO intranet site. | | |
| **Percentage of time performing duties** | **ESSENTIAL FUNCTIONS** | |
| 55% | **Website Maintenance and Support**—Under the guidance of the Web Development Team Lead, collaborate with clients and follow documented procedures and brand-standardized templates to provide support for web content additions and updates; deliver responsive and professionally written and verbal communication to all customers; ensure continued availability for agency sites; prioritize, design, and offer web solutions consistent with the Americans with Disabilities Act (ADA), W3C Web Content Accessibility Guidelines, and DOJ Section 508 guidelines; maintain an intermediate-level of proficiency in using the Adobe Creative Suite, Microsoft Office, and other web design, publishing, and accessibility tools; debug website functionality, performance, and display issues. | |
| 20% | **Operation and Support of the STO Intranet**—Provide on-going support and maintenance of the STO intranet including posting of policies, procedures, guidelines, and documentation, maintaining currency of information, and assisting content contributors in the access and use of the intranet on SharePoint Online. | |
| 15% | **Training and Development**—Participate in workshops and utilize training platforms to stay current on the latest technologies relevant to job functions; refresh and develop new IT skills using STO-provided training resources; independently research and analyze new and emerging tools, trends, products, and software; collaborate with clients to determine IT needs and assess feasibility of new and current methods to meet work requirements; assist in the documentation of remediation techniques to cross train ITD and other staff. | |
| 5% | **Web Application Deployment**—In a backup capacity to the IIS administrator, deploy web application code into staging and production environment. | |
| **Percentage of time performing duties** | **NON-ESSENTIAL FUNCTIONS** | |
| 5% | Perform other job-related duties as needed. | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS** | | | | | |
| **Activity** | **Not Required** | **Less than 25%** | **25% - 49%** | **50% - 74%** | **75% or more** |
| **Vision:** Develops and implements website content |  |  |  |  |  |
| **Hearing:** Coordinates with STO divisions & financing authorities the collection and posting of website information; analyzes viewer needs; responds to requests for information; helps staff with desktop applications and problems. |  |  |  |  |  |
| **Speaking:** Uses telephone, provides verbal information to other employees and the public, schedules & coordinates meetings. |  |  |  |  |  |
| **Walking:** Attends meetings. |  |  |  |  |  |
| **Sitting:** Sits at desk to use computer, answer phone, and perform assignments |  |  |  |  |  |
| **Standing:** |  |  |  |  |  |
| **Balancing:** |  |  |  |  |  |
| **Concentrating:** Reviews website components; identifies & produces website services to the public; assists STO and authorities in determining & producing appropriate materials for website; analyzes viewer needs; responds to inquiries; performs database functions. |  |  |  |  |  |
| **Comprehension:** Same as Concentrating above. |  |  |  |  |  |
| **Working Independently:** Has wide latitude for independent action; must be able to make decisions, prioritize work, etc. |  |  |  |  |  |
| **Lifting up to 10 LBS occasionally:** Click or tap here to enter text. |  |  |  |  |  |
| **Lifting up to 20 LBS occasionally and/or 10 LBS frequently:** |  |  |  |  |  |
| **Lifting up 20-50 LBS occasionally and/or 25-50 frequently:** |  |  |  |  |  |
| **Fingering:** Typing on a computer keyboard, pushing buttons on telephone. |  |  |  |  |  |
| **Reaching:** Answers phone; uses computer mouse and keyboard to type and perform work; gathers documents. |  |  |  |  |  |
| **Carrying:** Click or tap here to enter text. |  |  |  |  |  |
| **Climbing:** |  |  |  |  |  |
| **Bending at waist:** |  |  |  |  |  |
| **Kneeling:** |  |  |  |  |  |
| **Pushing or pulling:** |  |  |  |  |  |
| **Handling:** Handles and receives paperwork. |  |  |  |  |  |
| **Driving:** |  |  |  |  |  |
| **Operating equipment:** Computer, telephone, xerox machine; fax. |  |  |  |  |  |
| **Working indoors:** Enclosed office environment. |  |  |  |  |  |
| **Working outdoors:** |  |  |  |  |  |
| **Working in confined space:** Enclosed office environment. |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PART B**  **PROSPECTIVE EMPLOYEE RESPONSE** | | | |
| **Position No:** 820-730-1401-005 | | **Date:** | |
| **Classification: Information Technology Associate** | | **Name:** | |
| Do you have any physical or mental condition or limitation that will prevent you from performing the essential functions of the position as described above? | | | |
|  | No. I have no physical or mental condition or impairment that would prevent or otherwise impair me from performing the essential functions of the job, as set forth in the job description above. | | |
|  | No. I do have a physical or mental condition or limitation that will require reasonable accommodation in order for me to be able to perform one or more of the essential functions of the job, as set forth in the job description above. | | |
|  | Yes. I have a mental or physical condition or limitation that will prevent me from performing one or more of the essential functions of the job, as set forth in the above job description even with reasonable accommodation. | | |
|  | I am not sure if I have any physical or mental condition or impairment that might prevent or otherwise impair me from performing one or more of the essential functions of the job, as set forth in the above job description. | | |
| **Note:** If you have checked this box, please indicate in the space below the following information:  1. the essential function in question, and  2. the specific functional limitations you have that you believe may prevent or otherwise impair you from performing that essential function. | | | |
| You may attach additional pages if necessary. A Personnel Office representative will contact you in order to discuss the matter with you in greater detail. If during this conversation it is determined that a reasonable accommodation may be necessary in order for you to perform the essential function(s) of the job, the representative will discuss that option with you. | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
| **CERTIFICATION:** I certify that I have provided true and complete information concerning my ability to perform the essential functions as it pertains to above job description. (Any misrepresentation or material omission may be cause for dismissal.) | | | |
|  | | | |
| Applicant’s Signature | | | Date Signed |