PRECEPT MINISTRIES INTERNATIONAL
THE INDUCTIVE BIBLE STUDY PEOPLE

☒ **EXEMPT**
☐ **NON-EXEMPT**

POSITION TITLE: Web Application Developer

REPORTS TO: Application Operations Manager

GENERAL SUMMARY: Oversees the day-to-day operation of all Precept Ministries International websites, ensuring that the functionality, navigation, content and overall performance meet the needs of the Precept mission and vision. Works in conjunction with Operations team members to develop and maintain site functionality as directed by management. Develops and optimizes SEO strategy aligning analytics goals with stated objectives.

ESSENTIAL JOB FUNCTIONS:

1. Manages and maintains the corporate CMS, debugs issues, and executes relevant content updates.

2. Reviews, edits, and assures quality control of content before posting to production sites utilizing proper SDLC.

3. Maintains familiarity with latest website trends and technologies driving the evolution of Precept websites.

4. Develops and tracks website metrics and user flows via Google Analytics and other tools to report back to stakeholders on a monthly and ad hoc basis.

5. Regulates and manages CMS access rights.

6. Serves as single point of contact for website performance issues and debugs these issues before escalating.

7. Develops and manages data flow between CMS, SalesForce, and other systems.

8. Arrives in a timely fashion so as to be ready and prepared to begin work at the scheduled time, including breaks and meal periods.

9. Assists the Application Operations team with other tasks as needed.

10. Begins each workday by joining requisite staff prayer and Bible study, by actively participating and ensuring the same of departmental team members and leaders.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Expert knowledge of WordPress, Joomla, Drupal or other CMS required.

2. Demonstrated understanding and use of SDLC required.

3. Experience with Microsoft Office, SalesForce, Google Analytics and project management software.

4. Experience with use of HTML, JavaScript, jQuery, CSS, SQL and PHP.

5. Familiarity with web API technology desired.

6. Proven ability to work in a fast-paced environment, while utilizing proper time management skills.

7. Proven ability to work as a both a leader and follower on cross-functional teams utilizing delegation skills and following up on the completion of tasks.

8. Ability to listen, provide solutions, and reconsider positions when needed. Handles the giving and receiving of instruction and criticism with professional tact.

9. Strong proofreading, grammar and copywriting skills.

10. Highly organized self-starter with a desire to learn new technologies.

TRAINING AND EXPERIENCE:

BA/BS from an accredited university with 3 to 5 years of experience working in a web development capacity. Good organizational and analytical skills.

PHYSICAL REQUIREMENTS:

	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read documents and use computer.				**X**
Hearing: Must be able to hear well enough to communicate via telephone and with co-workers.				**X**
Standing/Walking/Mobility:	**X**			
Climbing/Stooping/Kneeling:	**X**			
Lifting/Pulling/Pushing:	**X**			
Fingering/Grasping/Feeling: Must have the ability to use the keyboard and telephone.				**X**

PHYSICAL DIMENSIONS:
Light work: Exerting minimal force consistently to move objects less than 10 lbs.