WALLA WALLA HOUSING AUTHORITY

POSITION OUTLINE

Position Title: Web Development Intern  
Reports To: Executive Director

Name of Incumbent:  
Outline Revised Date: 12/19/2017

MISSION STATEMENT

The Walla Walla Housing Authority creates housing choices and energizes neighborhoods while focusing on providing opportunities for low to moderate income families to prosper with dignity and respect.

VISION STATEMENT

The Walla Walla Housing Authority effectively increases housing options and partnerships to create healthy communities where people choose to live, work and play.

CORE VALUES:

Respect – Integrity – Compassion – Commitment – Fairness – Community – Trust – Quality

WORK ENVIRONMENT:

The position incumbent works in an office environment and on field sites to perform job functions.

PHYSICAL: Work is performed in an office and field site environment. Essential and marginal functions may require maintaining physical condition necessary for climbing stairs, walking, bending, crawling, crouching, sitting and standing for prolonged periods of time.

MENTAL: The incumbent must be capable of working closely and cooperatively with other people, both within and outside the organization.

ENVIRONMENTAL: Office environment includes exposure to computer screens; Field conditions include driving and being exposed to outdoor environmental elements.

JOB SUMMARY:

The Web Development Intern will work closely with the Executive Director and Walla Walla Housing Authority (WWHA) staff on a variety of digital projects, primarily focusing on creation of a new organizational website, and migration and creation of content. The intern will conceptualize and manage the organization’s new website as well as format and design electronic correspondence for members and families. This position helps to extend the resources of WWHA.
in order to better assist and meet the needs of our members and the families that we serve.

Employee Classification: Part-Time

Department of Labor Classification: non-exempt

SUPERVISION EXERCISED:

Supervisory responsibility is not a function of this position.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Web Developer Intern responsibilities include building our website from concept all the way to completion from the bottom up, fashioning everything from the home page to site layout and function.

1. Write well designed, testable, efficient code by using best software development practices
2. Create website layout/user interface by using standard HTML/CSS practices
3. Integrate data from various back-end services and databases
4. Gather and refine specifications and requirements based on technical needs
5. Create and maintain software documentation
6. Be responsible for maintaining, expanding, and scaling our site
7. Cooperate staff to match visual design with intent

ESSENTIAL JOB FUNCTIONS:

1. Lead and oversee creation of new WWHA website.
2. Support the maintenance and updating for the back-end of WWHA public website.
3. Publish approved content on WWHA website and various social media platforms.
4. Work closely with the Executive Director, WWHA staff, and WWHA board members to develop content for the WWHA public website, electronic newsletters, and social media platforms.
5. Support the office team by answering phones professionally and sensitively.
6. Perform other essential duties and tasks as assigned.
7. This position is required to fulfill a scheduled 10-12-hour workweek. WWHA is supportive of academic endeavors and works with student schedules to allow for success in course

SERVICE OBJECTIVE: Responsibilities to Citizens and Taxpayers

- Courteous and respectful.
- Responsive to citizen requests.
- Performs job in a professional and ethical manner.

SUPPORTIVE WORK ENVIRONMENT
- Treat co-workers with respect.
- Support a positive work environment.
- Communications.
  a. Keep others informed of work issues and programs by maintaining quality communications.
  b. Work to resolve issues of conflicting personalities and needs.

**ORGANIZATION IMPROVEMENT:**
- Commitment to a philosophy of quality.
- Display initiative to resolve problems, capitalize on opportunities in the job and assist co-workers when possible.
- Cost-effective use of WWHA’s resources.

**QUALIFICATIONS:**

**MANDATORY QUALIFICATIONS:** The incumbent must possess the following knowledge, skills, and abilities, or be able to explain and demonstrate that she/he can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

- Knowledge of web programming
- Programming skills and in-depth knowledge of modern HTML/CSS
- Familiarity with programming languages such as: PHP, ASP.NET, Javascript
- A solid understanding of how web applications work including security, session management, and best development practices
- Adequate knowledge of relational database systems, Object Oriented Programming and web application development
- Experience with network diagnostics, network analytics tools
- Basic knowledge of Search Engine Optimization process
- Aggressive problem diagnosis and creative problem solving skills
- Strong organizational skills to juggle multiple tasks
- Ability to work and thrive in a fast-paced environment, learn rapidly and utilize diverse web technologies and techniques.
- Pursuing bachelors in computer science or a related field
- Junior or Senior standing with a minimum 3.0 GPA

1. Requires ability to:
   - Interpret, apply, and explain rules, regulations, policies and procedures.
   - Establish and maintain cooperative and effective working relationships with others.
   - Operate a computer and assigned office equipment.
   - Analyze situations accurately and adopt an effective course of action.
   - Work independently with little discretion or supervision, as well as work as a team member.
   - Plan, organize and meet deadlines.
   - Read and write English; perform and understand basic mathematical calculations, interpret, and implement written instructions, etc.
   - Hear and speak English effectively, both orally and in writing, to exchange information
and make presentations.
- Maintain confidentiality
- Type 30 wpm
- Work with multiple demands in an effective, productive manner.
- Handle emergencies with intelligence and purpose (ie: call 9-1-1 when appropriate, access hospital emergency room, notify supervisor, complete Incident Report form, etc.).

2. Must be able to pass police background check to verify the lack of a past criminal record.

3. Must have good manual dexterity, including eye/hand coordination, finger dexterity, etc., in operating computer keyboard and related software, computer printers, adding machine, telephone system, fax machine, photocopier, typewriter, stamp machine, and other office equipment.

4. Requires commitment to the goals of the Housing Authority.

5. Requires knowledge of available resources, dynamics of human behavior of individuals and groups.

6. Requires principles of mediation and negotiations.

7. Requires ethics and professionalism and use of principles of community relations, while using tact and good judgment.

8. Must be capable of analyzing situations accurately and adopt an effective course of action.

SECONDARY QUALIFICATION AND/OR EDUCATION: Although not mandatory, the following qualifications will enhance an individual’s chance for success in the job and are desirable.

The statements contained here reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

The WWHA complies with State and Federal laws and regulations relating to discrimination in employment, including the Americans with Disabilities Act (ADA) of 1990. WWHA does not discriminate on the basis of handicapped status in the admission or access to its federally assisted programs or activities.

SALARY RANGE:

Paid Internship at $12.00 per hour. Per Personnel Policy.
APPLICATION PROCESS:

To apply email a cover letter and resume to reneer@wallawallah.org

I certify that my supervisor has explained the above position outline to me.

__________________________________________________________________________________
Employee's Signature         Date
POSITION DESCRIPTION AMENDMENT

Commitment: Sets high standards of performance; aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; and persists despite obstacles and opposition.

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors and measures the needs of both internal and external customers; talks and acts with customers in mind; and recognizes working colleagues as customers.

Effective Communication: Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally and in writing; demonstrates attention to, and conveys necessary understanding of, the comments and questions of others; and listens effectively.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one’s own work; and does fair share of work.

____________________________________________
Signature

____________________________________________
Print Name

____________________________________________
Date