

<b>Title</b>	Web Specialist – Contractor (6 months)
<b>Department</b>	IT
<b>Reports to</b>	IT Manager
<b>Hours</b>	9:00 am – 5:00 pm

### Job purpose

The Web Specialist will work closely with the Web Developers in oversight of the administration, maintenance, and support for the ISSA websites. This role will support the Back-end Developers in a broad range of custom websites development, form building, custom code and integrations primarily on pre-existing websites built by Marketing, IT and Divisions at ISSA.

### Preferred Skills

- Creative problem solver
- Understanding of WordPress and plugin architecture
- Experience or desire to learn about integrations into various platforms, data sanitization/validation, optimization, security and content delivery
- Ability to document code and processes
- Identify, understand, communicate, and fix desired functionality.
- A plus: experience with Linux, Apache, MySQL, PHP (LAMP) stack
- 
- Review, and communicate plans for solutions and quality assurance

### Duties and Responsibilities

- Work with the Back-end Web Developer on CI/CD
- Work with staff to identify database / web needs.
- Debug and investigate code, adjust hosting configurations, etc.
- Test and coordinate configurations and modifications.
- Assist with reporting systems/reports.
- Work with team to troubleshoot and correct issues as they arise.
- Assist with implementing 3<sup>rd</sup> party integrations.
- Other duties as specified

### Key Competencies

- Outstanding team oriented individual – work well with others
- Communicates effectively, both written and verbally
- Outstanding attention to detail, organization and juggling simultaneous deadlines

- Experienced in analyzing data for reporting and drawing business conclusions, a plus
- Applied knowledge of database systems
- Experience with Association Anywhere or other AMS system, a plus

### **Skills and Qualifications**

- Bachelor's degree
- Minimum one year (three preferred) of database/web experience
- Experienced in problem solving, presenting technical information, attention to detail
- A plus: PHP, HTML, CSS, other languages

### **Working conditions**

This position will require working standard business hours, sitting for extended periods of time, standing, and some minor lifting. This position **may** be required to attend the annual trade show for a week which will consist of travel and overnight stay.

### **Direct reports**

No direct reports.

*ISSA is an equal employment opportunity company.*

ISSA • 10275 W. Higgins Road, Suite 280 Rosemont, IL 60018 • 847.982.0800 • [issa.com](http://issa.com)