

## Job Description

**Position:** Web Developer      **FLSA Status:** Exempt  
**Market / Division:** Fusework Studios      **Position Reports To:** Director of Internet Services

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### COMPANY OVERVIEW

FuseWork Studios is the Internet and Technology division of Rutter Communications Network, LLC. Rutter Communications Network, LLC is a privately held, multi-media company headquartered in Muncie, Ind. with interests in television-advertising representation, film and video production, Internet marketing and information-technology support. Rutter operates two distinct divisions including Rutter Media and Fusework Studios.

### POSITION SUMMARY

The Web Developer is a creative thinker who “thinks outside the box.” Our Web Developers support services that include, but are not limited to, Web hosting, design, custom application development, as well as email management and Web server support.

The Web Developer designs, develops, and implements complex new database and software applications and maintains existing database and software applications in order to meet the business needs of various user groups. This includes conferring with user groups to discuss and define business needs and potential solutions based on information technology. It also involves evaluating the feasibility and effectiveness of proposed alternatives in meeting business objectives.

Provides second and third level technical support to facilitate the resolution of system problems. Develops and implements enhancements to improve or maintain existing programs. Installs program upgrades and other programs to improve the functionality of existing programs. Coordinates with the database administrator in the design, use, and application of files and fields in order to eliminate or minimize redundancy and to ensure accuracy and timeliness of information retained. Develops, recommends, and ensures compliance with the department's operating standards and protocols. Performs other related duties as assigned.

### POSITION INTERACTS WITH

The Web Developer primarily interacts with the Director of Internet Services, other members of the FuseWork Studios' staff and will also have interaction with clients and members of the Rutter Communications staff.

### OBJECTIVES

- Work with Director of Internet Services to complete project
- Build robust, easy-to-use, web applications.
- PHP and ASP programming of site management pages (Contact, Calendar, News, etc.).
- Application/Framework design/configuration as needed.
- Routine maintenance of existing sites (PHP / ASP / ASP.NET / HTML).
- Work with other areas/companies in development, creation and maintenance of Web sites.
- Follow system specifications for client requirements. Develop and prepare Web and application solutions.
- Coordinate tasks and participate in the completion of projects to ensure objectives are met in accordance with prescribed priorities and time limitations.
- Analyze software tools and develop new Web tools for use by staff, internal and external clients.
- Project planning and project management.
- Reviews and analyzes systems.

- Consults with staffs to gather information about program needs, objectives, functions, features, and input and output requirements.
- Analyzes, defines, and documents requirements for data, workflow, logical processes, hardware and operating system environment, interfaces with other systems, internal and external checks and controls, and outputs.
- Utilizes any special programming techniques necessary. Applying software engineering principles in the code, test, and integration of a component based distributed product through the use of .net technologies and agile methodologies.

#### **MINIUM REQUIRED SKILLS**

- 1+ years of proven experience with PHP and MySQL.
- 1+ years of proven experience with Internet technologies including HTML, XHTML, JavaScript and VBScript
- 1+ years of proven experience with databases in Microsoft Access
- 1+ years of proven experience in using Microsoft Office applications
- 1+ years of proven experience with Linux / Apache Servers
- 1+ years of proven experience in working with Microsoft Windows Server (2000 and above) and IIS (5.0 and above)
- Must be able to document work
- Understanding and knowledge of W3C standards and initiatives
- Understanding of object-oriented design and development concepts
- Must be creative, have good layout and communication skills
- Experience working with Microsoft Windows platform
- Must be a team player and comfortable working with support, sales, graphics and technical staff
- Organization and communication skills
- Ability to problem solve

#### **PREFERED SKILL SET**

- 2+ years of proven experience with Internet technologies including HTML, XHTML, JavaScript and VBScript
- 1+ years of proven experience with Internet technologies including PHP, ASP.NET, AJAX, XSLT, XML and RSS technology
- 2+ years of proven experience with databases in Microsoft Access, MySQL and SQL Server (2000 and above)
- 2+ years of proven experience in working with Microsoft Windows Server (2000 and above) and IIS (5.0 and above)
- 1+ years of proven experience in working with Apache Servers
- All of the minimum required skills plus these preferred skills

#### **SUPERVISORY RESPONSIBILITIES**

None

#### **PHYSICAL REQUIREMENT OF THE POSITION**

The key physical requirements of this position include a normal range of hearing and vision; and eye-hand dexterity and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator, fax machine and other office equipment.

**MENTAL REQUIREMENTS OF THE POSITION**

Must understand vague and implicit instructions and react favorably in all work situations; must be mentally adaptable and flexible in dealing with a variety of people; is frequently called upon to handle difficult situations. Must be knowledgeable in office procedures, and able to answer questions in a professional and friendly manner; must be able to compile computer reports. Must understand people and be able to communicate effectively with them.

**EQUIPMENT USED**

Computer  
Telephone  
E-mail

**WORKING CONDITIONS**

Occasionally called upon to work after normal office hours in order to meet a deadline.

*The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the duties of the job.*

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT**