

Yellowstone County



HUMAN RESOURCES

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To: Yellowstone Board of County Commissioners

From: Kevin Gillen, H.R. Director on behalf of the
Yellowstone County Hay Evaluation Committee
(Jeff Martin, LynnDee Schmidt) *KJ*

Date: January 22, 2026

Re: Review of New Position

Within the Hay Group Classification Methodology, the Yellowstone County Hay Evaluation Committee evaluated a new classification specification of Web Development Specialist for the Information Technology Department

Accordingly, the committee found that the new position should be slotted into the grade E range.

Recommendation of the HAY Committee:

Title	Grade	Range
Web Development Specialist	E	\$46,586 - \$65,769

Commissioner's Action

	Approve	Not Approved
Mark Morse, Chair	_____	_____
Michael J. Waters, Member	_____	_____
Chris White, Member	_____	_____

Copy: Hay Evaluation Committee
Jennifer Jones, Finance Director

Yellowstone County

Class Specification

Class Title	Web Development Specialist
Class Code Number	1083
Grade	E
FLSA	Non-Exempt
EEO Function	Financial Administration (1)
EEO Category	Technician (3)
Date	December 2025

Job Summary

The Web Development Specialist is responsible for supporting the design, development, and maintenance of web-based applications and digital services that enhance public access to County resources. This entry-level role works under the guidance of the Web Development Administrator to implement user-friendly, secure, and accessible websites and web apps that align with County standards and branding. The specialist collaborates with internal departments to gather requirements and deliver web solutions that improve operational efficiency and citizen engagement. This position offers a hands-on opportunity to grow technical skills in a collaborative environment while contributing to the modernization of County services.

Distinguishing Class Features

The Web Development Specialist (Entry Level) demonstrates foundational technical proficiency in HTML, CSS, JavaScript, and basic web frameworks, contributing to responsive design and content updates across County platforms. The specialist thrives in collaborative development environments, participating in code reviews, documentation, and cross-departmental coordination to deliver effective web solutions. They apply user-centered design principles to enhance site navigation and mobile responsiveness, translating stakeholder needs into intuitive interfaces. Committed to continuous learning, they actively seek mentorship and technical growth opportunities. Above all, they embody a public service orientation, recognizing the role of digital services in promoting transparency, civic engagement, and operational efficiency across Yellowstone County.

Essential Job Duties and Responsibilities

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions, which may be found in positions of this class.)

- ❑ Maintain and update County websites and web applications to ensure accurate content, consistent branding, and optimal performance;
- ❑ Assist in developing user interfaces using HTML, CSS, JavaScript, and related technologies to ensure responsive and accessible design across devices;
- ❑ Support integration of databases, APIs, and server-side components under supervision, contributing to dynamic and data-driven web functionality;
- ❑ Perform routine tasks within CMS platforms (e.g., WordPress, Drupal), including page creation, plugin updates, and layout adjustments;
- ❑ Help ensure web content meets ADA accessibility standards and complies with County, state, and federal regulations;

- ❑ Identify and report website bugs, broken links, and performance issues. Assist in resolving technical problems in collaboration with senior staff;
- ❑ Contribute to technical documentation, change logs, and internal guides for web systems and processes;
- ❑ Work with internal departments to gather requirements, test features, and implement updates that support public service delivery;
- ❑ Follow established protocols for data protection, user privacy, and secure coding practices;
- ❑ Participate in training, workshops, and mentorship opportunities to build technical skills and stay current with web development trends;
- ❑ Does related work as assigned.

Required Knowledge and Abilities

Knowledge and understanding of:

- ❑ Core web development languages including HTML, CSS, and JavaScript, with familiarity in responsive design principles and browser compatibility;
- ❑ Basic knowledge of CMS platforms such as WordPress, Drupal, or similar systems used to manage and publish web content;
- ❑ Awareness of usability principles, intuitive navigation, and mobile-first design strategies to support citizen-facing services;
- ❑ Introductory understanding of secure coding practices, data privacy considerations, and common web vulnerabilities (e.g., cross-site scripting, SQL injection);
- ❑ Exposure to tools like Git for tracking changes, collaborating on code, and maintaining development workflows;
- ❑ General understanding of how websites are hosted, domain management, and DNS configuration;
- ❑ Ability to identify and troubleshoot basic web issues, such as broken links, layout inconsistencies, or script errors;
- ❑ Clear written and verbal communication skills for documenting processes, reporting issues, and collaborating with internal departments.

Skill to:

- ❑ Analytically identify, diagnose, and resolve front-end and back-end issues efficiently;
- ❑ Strong interpersonal skills for working with internal departments, gathering requirements, and presenting solutions clearly;
- ❑ Prioritize tasks, meet deadlines, and manage multiple web requests or updates simultaneously;
- ❑ Willingly learn new technologies, frameworks, and best practices in a dynamic IT environment.

Ability to:

- ❑ Solve complex problems creatively;
- ❑ Work independently as well as part of a team;
- ❑ Effectively communicate through written and verbal communication, using both technical and non-technical language to end users;
- ❑ Establish and maintain effective working relationships with department heads and elected officials, county employees and third-party hardware and software providers;
- ❑ Prepare accurate and reliable application documentation;
- ❑ Manage multiple projects and meet strict deadlines;
- ❑ Stay current with new technology, implementing and preparing for the integration of new or upgraded technology.

Reporting Relationships

Decision- making Authority:

This position reports to the Web & Development Administrator. The position holder does not directly supervise other positions but does provide training and assistance within the IT Department and throughout the County.

Minimum Qualifications

Education/Experience/Training:

- Associate degree in Computer Science, Web Development, Information Technology, or a closely related field; **and** One (1) years' experience;

OR –

- Any equivalent combination of education, training, and experience that provides the required knowledge and skills totaling three (3) year' experience.

Required:

- Must pass a criminal and driving background check and meet any County-specific employment eligibility standards.

Desired Qualifications:

- Some hands-on experience with website development, maintenance, or support, through internships, coursework, freelance projects, or entry-level employment.

Essential Physical Abilities

Essential Physical Abilities:

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to crawl, stand, kneel, stoop, crouch, and use hands to handle, or feel;
- The employee must occasionally lift and/or move up to 50 pounds;
- Specific vision abilities required by this job include close vision and looking into monitors for extended periods of time and ability to adjust focus which permits the employee to perform database procedures, and to produce and review a wide variety of documents, correspondence, reports and related materials in both electronic and printed form;
- The employee is regularly required to sit and use hands to fingers to operate computer;
- Frequently is required to reach with hands and arms;
- Clarity of speech and hearing that permits the employee to communicate well with others;
- Personal mobility that permits the employee to serve the general public, County departments and access files and other materials in the office.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work environment is an office environment and working with computers throughout the County system.
- The noise level in the work environment is usually moderate.

Accepted - Board of County Commissioners

Date Stamp