

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: WEB DESIGNER

**Recommended Range
088**

BASIC FUNCTION:

Under the direction of the Director of Marketing and Publications provide technical assistance in the design, revision and maintenance of the College Internet and Intranet websites; design layouts and templates for new web pages; write, proofread, and edit web pages to ensure current and relevant information; support faculty and staff and troubleshoot web design and site development needs, using appropriate hardware and software.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform technical assistance in the development, revision and maintenance of the College Internet and Intranet web sites; design and develop template pages for administrative, academic, and faculty web pages; create new web pages for programs, departments, and individuals as assigned.

Create and maintain the Internet and Intranet web sites; collaborate with department to create and modify web pages and post them on Internet and intranet web servers; maintain up-to-date Internet and Intranet Web pages; update campus news, information and announcements daily.

Communicate with a variety of users requesting content published in web format.

Convert printed documents into web-enabled HTML, Acrobat PDF and other applicable formats; create and edit text, graphics, animation, audio, and video files and place on web servers.

Communicate with programmers to request new designs and create databases to store data for Web display; assure web-enable access to information residing in databases on servers with read-only and read/write capability

Support faculty and staff and troubleshoot web design and site development needs, using appropriate hardware and software; check and repair broken links.

Install new and updated versions of software on web servers as directed; prepare back-ups and provide routine maintenance of web pages.

Work in collaboration and with appropriate personnel to assure server security is appropriate.

Maintain a variety of records, including project management log of assigned projects.

Maintain current knowledge of technological advances in the field.

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Drive a vehicle to conduct work.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods and techniques related to the web development process.

Current versions of web development programs and languages, including code-level HTML and W3C specifications.

Multimedia presentation development.

SQL, ASP, JavaScript, C++, Perl

Macromedia Flash, Directory, Adobe LiveMotion, Premiere, After Effects.

Browser capabilities and design constraints on the Web.

Graphics software, including PhotoShop and ImageReady.

Interactive programs, such as Flash, Director, Premiere and other related programs.

Internet Information Server and assigned databases.

Content development, user interface design, and navigation.

Digital multimedia such as 2D and 3D graphics and animation, video, sound, and other authoring tools.

Troubleshooting techniques and repair of HTML and related programs.

Web graphic optimization.

Advanced editing and proofreading skills.

HTML editors such as DreamWeaver, HoTMetaL Pro, Homesite, and FrontPage.

ABILITY TO:

Perform technical assistance in the development, revision and maintenance of the College Internet and Intranet web sites.

Create and maintain the Internet and Intranet web sites.

Create HTML Files.

Integrate document management system and documents with web pages.

Transfer files from and to web servers.

Communicate with various users regarding content posted on the web and meet their needs.

Manage multiple task requests.

Create programs to allow users to view and/or manipulate data residing on a server through a browser (Web-enabling).

Prioritize and schedule work.

Work independently with little direction.

Meet schedules and time lines.

Establish and maintain cooperative and effective working relationships with others.

Maintain routine records

Communicate effectively with various users regarding content posted on the Web and meet their needs.

EDUCATION AND EXPERIENCE:

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Any combination equivalent to: bachelor's degree in computer science or related field and two years experience with office automation software, including web publishing software.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to view a computer monitor.

Sitting for extended periods of time.

Hearing and speaking to exchange information.