Web Designer / Programmer

Position Details

Class Code: 1535
Job Family: Information Systems
Classification: Support Professional
Terms of Employment: Pay Grade 55 on the Support Professional Salary Schedule
FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, designs, plans, creates, and maintains comprehensive websites.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Creates and maintains internal/external websites.
2. Takes existing website content and codes it for consistency with World Wide Web (WWW) requirements.
3. Writes scripts and programs to enhance content with search engines, animation, forms, or graphics.
4. Ensures sites' HyperText Markup Language (HTML) coding is correct; ensures link integrity within websites; monitors access logs.
5. Keeps current with the latest HTML specifications and web developments; researches and recommends web development options.
6. Researches, analyzes, and identifies communication needs; stays current on latest trends in design and technology.
7. Coordinates research and data gathering requirements with internal/external resources.
8. Maintains internet access for designated employees.

9. Provides technical assistance regarding web development, uses, and benefits.
10. Monitors and participates in web server capacity planning.
11. Assists in installing/upgrading software and hardware.
12. Interprets issues, ideas, and concerns in creating website designs; turns concepts into reality.
13. Writes and edits descriptive promotional communication dialog to project web content; determines layout for written materials/graphics and recommends additions or changes to current communications format, when appropriate.
14. Designs/implements systems to enhance customer and operations services; monitors and evaluates website interactivity, usage, effectiveness, and efficiency.
15. Develops presentations using appropriate methods for subject matter and objectives.
16. Ensures user acceptance by soliciting feedback on designs, functionality, and testing; maintains communications with end-users to ensure systems continually meet their expectations.
17. Conforms to safety standards, as prescribed.
18. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics

Performs a full range of web design, systems analysis, and data system programming tasks.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of computer graphics software and internet protocols.
2. Knowledge of commercial art, design, and development.
3. Knowledge of typography related to web design.
4. Knowledge of techniques and materials used in digital presentations.
5. Knowledge of technical methods for creating web documents.
6. Knowledge of system analysis and design procedures/techniques.
7. Knowledge of business process development, strategic planning, and mission/vision statement development.
8. Ability to analyze system requirements/problems, develop new or modified programs, and select appropriate hardware/software for system design(s) to meet department needs.

9. Ability to develop logical procedures, code steps into programming instructions, and develop program design validation tests.
10. Ability to troubleshoot hardware/software problems and debug programs/applications.
11. Ability to learn operating principles/characteristics of various computers and hardware used by the Clark County School District.
12. Ability to prepare clear and concise program documentation, user procedures, reports of work performed, and other written or verbal materials.
13. Ability to exercise independent judgment within established procedural guidelines.
14. Ability to contribute effectively to the accomplishment of team/work unit goals, objectives, and activities.
15. Ability to maintain current knowledge of technology and applications.
16. Ability to recognize hazards and apply safe work methods.
17. Ability to make strong verbal, written, analytical, technical, and persuasive presentations to individuals/large groups.
18. Ability to manage several projects/programs simultaneously and maintain high-quality services while meeting goals.
19. Ability to work flexible hours or shifts.
20. Ability to develop and maintain effective working relationships with District staff, vendors, other agencies, and the public.
21. Possess physical and mental stamina commensurate with the responsibilities of the position.

Position Requirements

Education, Training, and Experience
1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Four (4) years of professional work experience in web design and programming; or,
   Associate's degree from an accredited college/university in related field (i.e., computer science, computing and information technology, graphic technology, communications, etc.) and two (2) years of professional work experience in web design and programming; or,
   Bachelor's degree from an accredited college/university in related field (i.e., computer science, computing and information technology, graphic technology,

communications, etc.) and professional work experience in web design and programming.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

Bachelor's or Associate's degree with emphasis in web design.

Document(s) Required at Time of Application

1. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.)
2. Copy of a valid driver's license or state-issued identification card.
3. College transcript(s) from an accredited college/university, if applicable.
4. Resume with Online Portfolio/Website
5. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

District facilities – schools and/or administrative offices.

Work Environment

Strength

Sedentary to medium - exert force of 20-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent reaching, handling, repetitive fine motor activities, talking, hearing and sitting. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office settings and exposure to moderate noise intensity levels.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

Various computers and other peripheral devices, printers, modems, computer software and/or hardware, audio/visual presentation materials, telephones, fax machines, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 06/14/23
- Created: 12/21/01