Job Title: **Web Developer Manager**

Department: **Communications**

Supervisor: **Director of Communications**

Lane Placement: **ESP Lane 14**

Schedule: **8 hrs / 242 days**   Evaluation Group: **JCES**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the Director of Communications, the Web Developer Manager will manage the web site design and development, including creation of custom graphics. This position is responsible for the design of user interfaces and overall customer experience for our web sites and applications. This includes overall navigation flow, layout of specific pages, and creation of individual graphic elements. This position requires expertise to collaboratively update and maintain the District Web site and employee intranet; develop and specific departmental and school Web sites; design graphics; upload data; and designing and branding templates, installing extensions, and developing schools' sites to match their specific requirements.

ESSENTIAL FUNCTIONS

- Create and support brand identities, designs, illustrations, and other creative assets.
- Collaborate on design and maintenance of employee intranet.
- Develop and maintain District departmental and school Web sites.
- Manage the ongoing redesign of the District Web site.
- Make improvements to the Web site relating to navigation and content.
- Develop and maintain a web-based delivery mechanism.
- Meet tight deadlines and work within set timelines.
- Ensures that all design elements, templates and finished solutions work within a variety of browser types and screen settings along with the constraints set by development and design.
- Ensures that all design elements, templates and finished solutions work within the requirements for ADA compatibility..
- Works with various departments on the style and approach for all projects.
- Provides design elements, comps, templates, and finished solutions.
- Participates in efforts to improve quality of Web sites and other electronic publications as required.
- Acts as a resource to local school Web site managers.
- Provides input into overall departmental functions.
- Assists other Communications staff members with technology needs.
- Suggests needed computer equipment and software for the Department of Communications.
- Posts District publications online.
- Develops and provides accountability for a District wide Web Communications Plan.
- Monitors monthly activity on the Web site.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- B.A. or B.S. in graphic design, art or related field or equivalent academics required.
- Lane 14
    - Requires four years of IT related experience plus the Bachelors degree
- Five or more years' experience in Web-based graphic design or web interface design with a mix of public and private sector preferred.
- Expertise in Web site design and usability, HTML, Joomla CMS, CSS, and Basic PHP.
- Strong knowledge of other Web languages and applications.
- Expertise in graphic design and design software, including Adobe Creative suite (i.e., Photoshop, InDesign, and Illustrator).
- Superb design and artistic skills, initiative and creative abilities.
- Strong interpersonal communication and public relations skills.
- Knowledge of software including: Director, Camtasia, Fireworks, Soundforge, Photoshop, Freehand, Dreamweaver, ImageReady, Javascript, Shockwave, and Macromedia Flash.
- Ability to coordinate with internal and external groups.
- Experience with audio/video technologies and editing required.
- Strong professional written communication skills required.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Work on computer based equipment for extended hours
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____ HR _____   Effective date: <u>6/8/2020</u>