Job Title: Web Designer  
Grade: L  
Department: Information Technology Services  
FLSA: Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:
An entry level position for a Knowledge Professional focusing in the functional areas of Web Design and Development as needed by the Information Technology Services Department in delivering service and support to clients. Under general supervision, designs and modifies web designs and interfaces. Performs entry level analysis and design of programs. Prepares user and application documentation for the use of new and revised websites, including operational documentation.

Characteristic Duties and Responsibilities:

1. Develops prototype designs, theme motifs, mock-ups, site maps, and storyboards as required to provide users with an understanding of potential design options and to implement phases of development process.
2. Creates template pages and interface screens.

3. Develops user interface requirements through interviews with the users.

4. Interacts with other web development team members with the creation of interfaces for dynamic or active web content. Communicates website design strategies, guidelines and workflows.

5. Develops web designs with usability strategies, guidelines and standards. Actively promotes usability standards within the college, including supporting and contributing to guidelines documentation and usability implementation methodology.

6. Tests and debugs the web sites and applications with regards to usability.

7. Other duties as assigned.
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Reporting Relationships:

Direction Received: Reports to Director, Web Development
Direction Given: May coordinate and/or functionally lead less experienced employees and student employees

Minimum Requirements:
Associate Degree from a regionally accredited institution and 1 to 2 years of related experience, a combination of course work and experience may substitute for the degree

Knowledge, Skills, Abilities and Worker Characteristics:

Expertise in current Internet standards, including web browsers and browser specifications
In-depth knowledge of one or more current web mark-up or scripting languages such as HTML, XHTML, CSS, and Javascript
Extensive experience with two or more desktop publishing/imaging applications such as Photo Editing (Adobe Photoshop, Paint Shop Pro), Drawing (Macromedia Freehand, Adobe Illustrator, Corel Draw), Page Layout (Adobe Pagemaker, Adobe InDesign), Presentation (MS PowerPoint, Astound), Multimedia (Macromedia Director, Flash, streaming audio and video), Others (Adobe Distiller/Exchange, GifConverter, 3D Studio)
Understanding of dynamic or active web content and the use of Perl, C/C++, CGI, and/or SQL
Skills in requirements gathering, designing, troubleshooting, and supporting users
Ability to maintain effective working relationships with those contacted in the course of work
Ability to effectively manage time, and communicate clearly
Ability to maintain a customer focus in providing technology services

Working Conditions:
The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position’s role, scope, FLSA status, or grade. July 2005
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Typical office environment; may occasionally lift lightweight objects up to 25 lbs. and may experience minor discomfort from frequent use of a video terminal.