VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: WEB DEVELOPER

BASIC FUNCTION:

Under the general supervision of the Associate Vice Chancellor, Information Technology, design, publish, monitor, and update new and existing web pages for each college campus and the District Administrative Center; maintain accuracy of information posted, and ensure web pages contain content appropriate for effective use by students, staff, and the public.

REPRESENTATIVES DUTIES:

Design, publish, monitor, and update new and existing web pages for various District departments; program Hyper Text Markup Language (HTML) and other code and scripts for web site applications. ***E***

Coordinate with graphic designers, administrators, and department supervisors to design, prepare, schedule, and post web page documents and images for promotion of District departments and programs. ***E***

Interview end users to determine business process requirements and assess web usability; consult with academic and administrative departments to identify web technologies most suited to meet their business needs. ***E***

Research and evaluate new standards, technology, and trends regarding web page design and maintenance. ***E***

Ensure functionality, integrity, and security of web pages and site applications; maintain an appealing flow of uniformity through the development and integration of new web pages, search engines, and other applications; maintain confidentiality of sensitive information. ***E***

Install, configure, maintain, and upgrade web servers and related software applications; perform troubleshooting and provide technical support for web applications. ***E***

Provide individual and formal group training to District staff in the use of web site development programs and other applicable software applications. ***E***

Design and produce graphics for the District such as logos, letterhead, and certificates; produce enhanced and optimized graphics for the District web site; edit and integrate graphics for District web pages. ***E***

Configure, install, repair, troubleshoot, and maintain computer software, hardware, and related equipment in a variety of settings to assure efficient operation and prevent service interruptions. ***E***

Support system upgrades and updates as required, including, but not limited to, loading of upgrade software, system backups, and application operations and report testing. ***E***

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern computer hardware systems and software packages, including word processing, database, spreadsheet and desktop publishing
General methods and procedures of operating computers, peripheral equipment, and modern office practices
Principles and practices of training
Standard web programming and graphics mark-up languages
Current technological trends applicable to website development
Web servers and site management tools
Artistic elements of web design
Website usability concepts
Principles of applications database design and development
Principles and practices of network security and security protocols
Website development software programs
Standard business English, grammar, and spelling
Principles and techniques of graphic design
Principles of marketing and communications
Applicable rules and laws which govern web-based content

ABILITY TO:

Assess the business needs of academic and administrative departments as it relates to web design and maintenance
Communicate clearly and concisely, both orally and in writing
Establish and maintain cooperative and effective working relationships with others
Analyze situations accurately and adopt effective courses of action
Work on multiple projects simultaneously
Apply creativity in the design of web pages
Train users in the design and authoring of web documents

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education: 12 semester units of coursework in graphic design, computer science, computer information systems, or a related field.

Experience: Two years of experience in the design or maintenance of an educational or business website with a minimum of 300 pages. A bachelor's degree in computer science or a related field can substitute for the required years of experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office and data center environment

PHYSICAL ABILITIES:

Sitting for extended periods of time
Hearing and speaking to exchange information and to provide work direction
Seeing to assure accuracy of work
Dexterity of hands and fingers to operate a computer keyboard

HAZARDS:

Extended viewing of a computer monitor
Extended use of keyboard and mouse