

WEB DESIGNER/DEVELOPER

GENERAL STATEMENT:

Perform a variety of technical and creative duties using an array of graphics software applications, techniques and web development tools to design and produce high quality dynamic web pages for the college.

REPORTS TO:

Vice President of Information Technology

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree with an emphasis in web design and development or blended educational background in design and technology preferred, Associate degree, related experience, or equivalent.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Candidate should have three years of experience in web design and development or other directly related experience preferably in an educational environment.

OTHER:

- Must have excellent oral and written communications skills.
- Must possess good problem solving and logical thinking skills.
- Must have proven knowledge of graphic design and of the capabilities and limitations of the Internet, the World Wide Web, HTML, XML, XSLT, CSS, JavaScript, and digital image formats.
- Must have multimedia experience, particularly with presentation of audio and video on the web via Window Media Server and Flash Media Server.
- Must have the ability to meet deadlines and provide quick turnaround on projects when necessary.
- Should be proficient with Dreamweaver, Flash, Photoshop, Fireworks, Microsoft Office and other media development products.
- Should be conversant in the following web development programming languages: ASP, ASPX.NET, VB Script, VB.Net, C#.Net, JavaScript, and Adobe Flash ActionScript.
- Should be conversant in database development, relational database design, and database protocols.
- Should have an understanding of web programming languages, XML and SQL to develop dynamic or active web content.

DUTIES AND RESPONSIBILITIES:

- Design, develop and produce dynamic data-driven web sites including typography, graphic design, and coding on Internet and Intranet sites.
- Determine standards and style for design capabilities to ensure a high level of design and coding efficiency consistent with current standards and trends.
- Produce functioning, computer code for web sites incorporating user interface, links, and navigational elements.
- Produce and fine-tune html code for web sites to ensure college objectives are met, navigation and links are clean, and site has graphic and user appeal.
- Design, develop, maintain and support interactive web applications.
- Serve as main client contact with administration, faculty and staff regarding design and development of websites, forms, streaming content and issues concerning the College's web site.

WEB DESIGNER/DEVELOPER

- Keep abreast of and utilize contemporary practices, trends and technologies in layout, design and production of text and graphics for online media and print media.
- Maintain skills related to the development of static and dynamic web pages including, but not limited to knowledge of the latest techniques, knowledge of section 508 and web accessibility initiative guidelines and competency with the latest media and web development software.
- Continuously monitor industry trends, technologies, and standards and be able to research, recommend, and apply new technologies as they emerge.
- Contribute to the selection and deployment of new web server technology, web security and web statistics software.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- May require travel to and from campuses.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 10/07/08

Revised: 5/16/12

JD414